Patient Flow Portal
Reports Module and Reports User Manual

Version 4.1

July 2015

Revision History

Version	Issue date	Description/Change	Author
V0.1	07/09/11	Initial draft	Steph Wood
V1.0	24/02/12	Updated with ED accessible bed occupancy report and made final	Steph Wood
V1.1	14/05/12	Updated with Admission risk reports	Steph Wood
V1.2	19/09/12	Updated with WFW reports & User Access list	Steph Wood
V2.0	10/05/13	Updated following release of PFP Management Grouping of Wards – Stream 2 enhancements	Steph Wood and Pedram Bidhendi
V3.0	14/10/13	Updated following release of PFP Release 3 – Stream 3 enhancements	Steph Wood and Pedram Bidhendi
V3.0.1	8/1/14	Updated Section 1.2	Pedram Bidhendi
V3.0.2	12/3/14	Updated Section 9.5	Damian Miners
V4.0	May 2014	Updated for the Medical Assessment Unit reports and EPJB Audit Log	Pedram Bidhendi
V4.1	July 2015	Updated Executive Reports LOS calculations and Admission Risk exclusion criteria	Pedram Bidhendi

Contents

Commonly Used Terms

Acronym	Description
ED	Emergency Department
EDD	Estimated Discharge Date
EDO	Extended Day Only
EDWARD	Enterprise Data Warehouse
EMU	Emergency Medical Unit
HIE	Health Information Exchange
LHD	Local Health District
LOS	Length of Stay
NEAT	National Emergency Access Target
PFP	Patient Flow Portal
W4W	Waiting for What

1.0 REPORTS MODULE

1.1 Overview

The PFP Report Module provides access to pre-defined reports that allow users to report on different functional areas within Patient Flow. The Report Module is accessed by clicking on the Reporting Module icon as identified by the red circle in Figure 1.

Figure 1: Accessing the Report Module
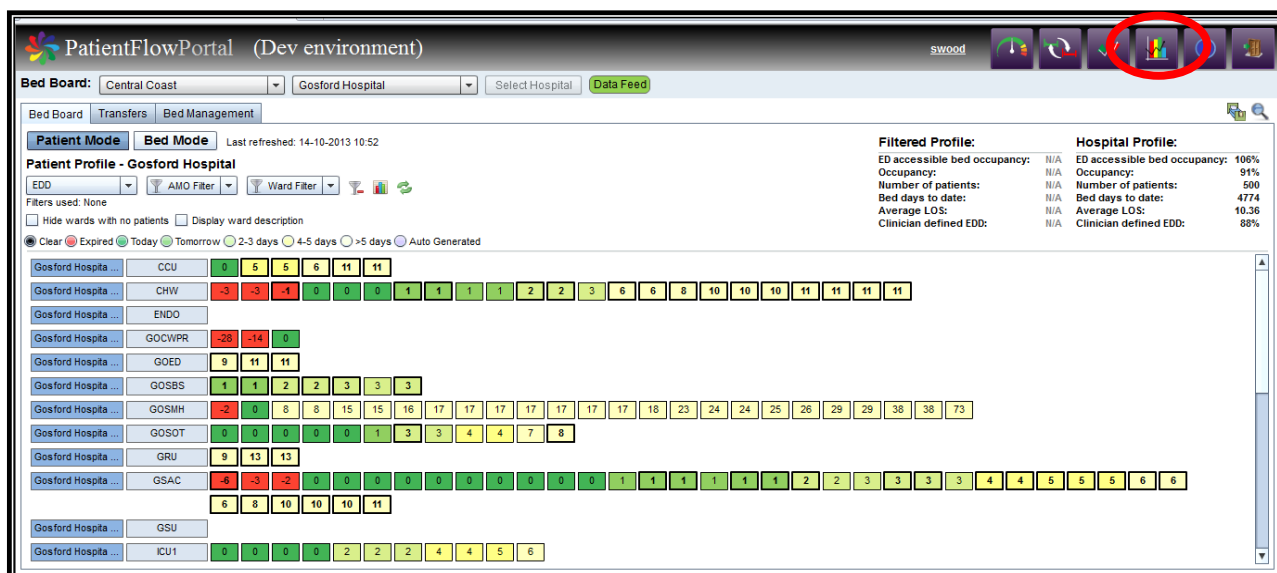
Figure 2: Report Module
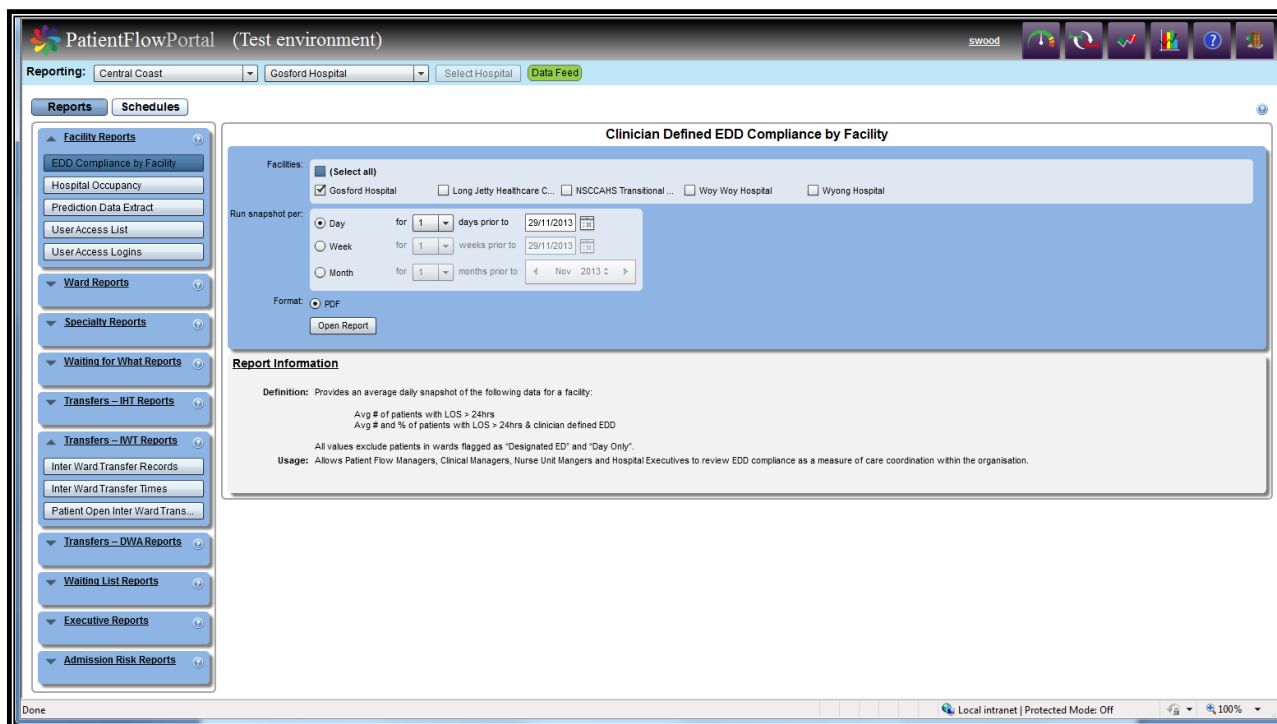
The Report Module displays the list of reports available to the user currently logged on. These reports are grouped together under specific groups defined in the table below. Each report also has different report prompts that can be customised by the user before the report is generated as detailed in Section 1.3.1.

Table 1: Report Groups

Report Group	Reports
Facility Reports	• Clinician Defined EDD Compliance by Facility • EPJB Audit Log • Hospital Occupancy • Prediction Data Extract • User Access List • User Access Logins
Ward Reports	• Clinician Defined EDD Compliance by Ward • Ward Activity • Ward Activity Snapshot • Ward List • Ward Occupancy • Ward Patient Lists • Ward Profile • Ward Setup
Specialty Reports	• LOS by Specialty and AMO • Predicted Admissions via ED by Specialty • Specialty Activity • Specialty Activity Snapshot
Waiting for What Reports	• Waiting for What All Reasons • Waiting for What Current Admissions (Open Reasons) • Waiting for What Bed Days • Waiting for What Reasons Count
Transfers – IHT Reports	• Inter Hospital Transfers Hourly Performance • Inter Hospital Transfer Records • Patient Open Transfers • Patients IN-OUT • Patient Open Transfers by LHD • Patient Transfer Cancellations • Patient Transfer Times Graph • Patient Transfer Times
Transfers – IWT Reports	• Inter Ward Transfer Records • Inter Ward Transfer Times • Patient Open Inter Ward Transfers
Transfers – DWA Reports	• Direct Ward Admission Records

Report Group	Reports
Executive Reports	• Facility Operational Summary (Trend) • Facility Operational Summary • Facility Whole of Hospital Snapshot • LHD Operational Summary (Trend) • LHD Operational Summary • NSW Health Operational Summary • Whole of Hospital Snapshot
Medical Assessment Unit Reports	• Facility MAU Summary • Facility MAU Snapshot Summary • Facility MAU FY Summary • Facility MAU Re-admissions • LHD MAU Summary • LHD MAU Snapshot Summary • LHD MAU FY Summary • NSW Health MAU Snapshot Summary • NSW Health MAU Performance Trend Summary • NSW Health MAU Process Trend Summary • NSW Health MAU FY Summary • NSW Health MAU Re-Admission Summary
Admission Risk Reports	• Admission Risk – Control Chart • Admission Risk Records

1.2 Accessing Reports

A user's access level determines the reports which they will have access to.

Table 2: User Access Levels to Generate Reports (Green indicates user level has access)

| Report	Ward User	Clinical Manager	Facility Manager	Patient Flow Manager	Patient Flow Administrator	LHD User	MoH User	Connecting Care User	Ambulance User	System Administrator
Admission Risk	Red	Red	Red	Green	Green	Red	Red	Red	Red	Green
Admission Risk Control Chart	Red	Red	Red	Green	Green	Red	Red	Red	Red	Green
Direct Ward Admission Records	Green	Green	Green	Green	Green	Green	Green	Red	Red	Green
EDD Compliance by Facility	Red	Red	Green	Green	Green	Green	Green	Red	Red	Green
EDD Compliance by Ward	Green	Green	Green	Green	Green	Green	Green	Red	Red	Green
EPJB Audit Log	Red	Red	Red	Red	Red	Red	Red	Red	Red	Green
Facility MAU Re-admissions	Green	Green	Green	Green	Green	Green	Green	Red	Red	Green
Facility MAU Summary	Green	Green	Green	Green	Green	Green	Green	Green	Red	Green
Facility MAU Snapshot Summary	Green	Green	Green	Green	Green	Green	Green	Green	Red	Green
Facility MAU FY Summary	Green	Green	Green	Green	Green	Green	Green	Green	Red	Green
Facility Operational Summary	Red	Red	Red	Red	Green	Green	Green	Green	Red	Green
Facility Operational Summary Trend	Red	Red	Red	Red	Green	Green	Green	Green	Red	Green
Hospital Occupancy	Green	Green	Green	Green	Green	Green	Green	Green	Red	Green
IHT Hourly Performance	Green	Green	Green	Green	Green	Green	Green	Green	Red	Green
IHT Records	Green	Green	Green	Green	Green	Green	Green	Green	Red	Green
Inter Ward Transfer Times	Green	Green	Green	Green	Green	Green	Green	Green	Red	Green
IWT Records	Green	Green	Green	Green	Green	Green	Green	Green	Red	Green
LHD MAU Summary	Green	Green	Green	Green	Green	Green	Green	Red	Red	Green
LHD MAU Snapshot Summary	Green	Green	Green	Green	Green	Green	Green	Red	Red	Green
LHD MAU FY Summary	Green	Green	Green	Green	Green	Green	Green	Green	Red	Green
LHD Operational Summary	Red	Red	Red	Red	Red	Green	Green	Red	Red	Green
LHD Operational Summary Trend	Red	Red	Red	Red	Red	Green	Green	Green	Red	Green
LOS by Specialty and AMO	Green	Green	Green	Green	Green	Green	Green	Green	Red	Green
NSW Health MAU Snapshot Summary	Green	Green	Green	Green	Green	Green	Green	Red	Red	Green
NSW Health MAU Performance Trend Summary	Green	Green	Green	Green	Green	Green	Green	Red	Red	Green
NSW Health MAU Process Trend Summary	Green	Green	Green	Green	Green	Green	Green	Red	Red	Green
NSW Health MAU FY Summary	Green	Green	Green	Green	Green	Green	Green	Red	Red	Green

Report	Ward User	Clinical Manager	Facility Manager	Patient Flow Manager	Patient Flow Administrator	LHD User	MoH User	Connecting Care User	Ambulance User	System Administrator
NSW Health MAU Re-admission Summary	✓	✓	✓	✓	✓	✓	✓	✗	✗	✓
NSW Health Operational Summary	✗	✗	✗	✗	✗	✗	✓	✗	✗	✓
Patients IN OUT	✓	✓	✓	✓	✓	✓	✓	✓	✗	✓
Patient Open Transfers by LHD	✗	✗	✗	✓	✓	✓	✓	✗	✗	✓
Patient Open Transfers	✓	✓	✓	✓	✓	✓	✓	✓	✗	✓
Patient Open Ward Transfers	✓	✓	✓	✓	✓	✓	✓	✓	✗	✓
Patient Transfer Cancellation	✓	✓	✓	✓	✓	✓	✓	✓	✗	✓
Patient Transfer Times Graph	✓	✓	✓	✓	✓	✓	✓	✓	✗	✓
Patient Transfer Times	✓	✓	✓	✓	✓	✓	✓	✓	✗	✓
Predicted Admissions via ED Specialty	✓	✓	✓	✓	✓	✓	✓	✓	✗	✓
Prediction Data Extract	✓	✓	✓	✓	✓	✓	✓	✓	✗	✓
Specialty Activity	✓	✓	✓	✓	✓	✓	✓	✓	✗	✓
Specialty Activity Snapshot	✓	✓	✓	✓	✓	✓	✓	✓	✗	✓
User Access List	✗	✗	✗	✓	✓	✓	✗	✗	✗	✓
User Access Logins	✗	✗	✗	✓	✓	✓	✗	✗	✗	✓
W4W All Reasons	✓	✓	✓	✓	✓	✓	✓	✓	✗	✓
W4W Bed Days	✓	✓	✓	✓	✓	✓	✓	✓	✗	✓
W4W Current Admissions Open Reasons	✓	✓	✓	✓	✓	✓	✓	✓	✗	✓
W4W Reasons Count	✓	✓	✓	✓	✓	✓	✓	✓	✗	✓
Ward Activity	✓	✓	✓	✓	✓	✓	✓	✓	✗	✓
Ward Activity Snapshot	✓	✓	✓	✓	✓	✓	✓	✓	✗	✓
Ward Lists	✓	✓	✓	✓	✓	✓	✓	✓	✗	✓
Ward Occupancy	✓	✓	✓	✓	✓	✓	✓	✓	✗	✓
Ward Profile	✓	✓	✓	✓	✓	✓	✓	✓	✗	✓
Ward Setup	✗	✗	✗	✓	✓	✓	✗	✗	✗	✓
Whole of Hospital Snapshot	✗	✗	✗	✗	✗	✗	✓	✓	✗	✓
Whole of Hospital Snapshot by Facility	✗	✗	✗	✗	✗	✓	✓	✓	✗	✓

1.3 Selecting and Generating Reports

To generate a report the user must first click on the Report Group header which the report is assigned to. Clicking on the Report Group header displays the list of reports available to the user based on their access level (single clicking again on the Report Group header will close the list of reports).
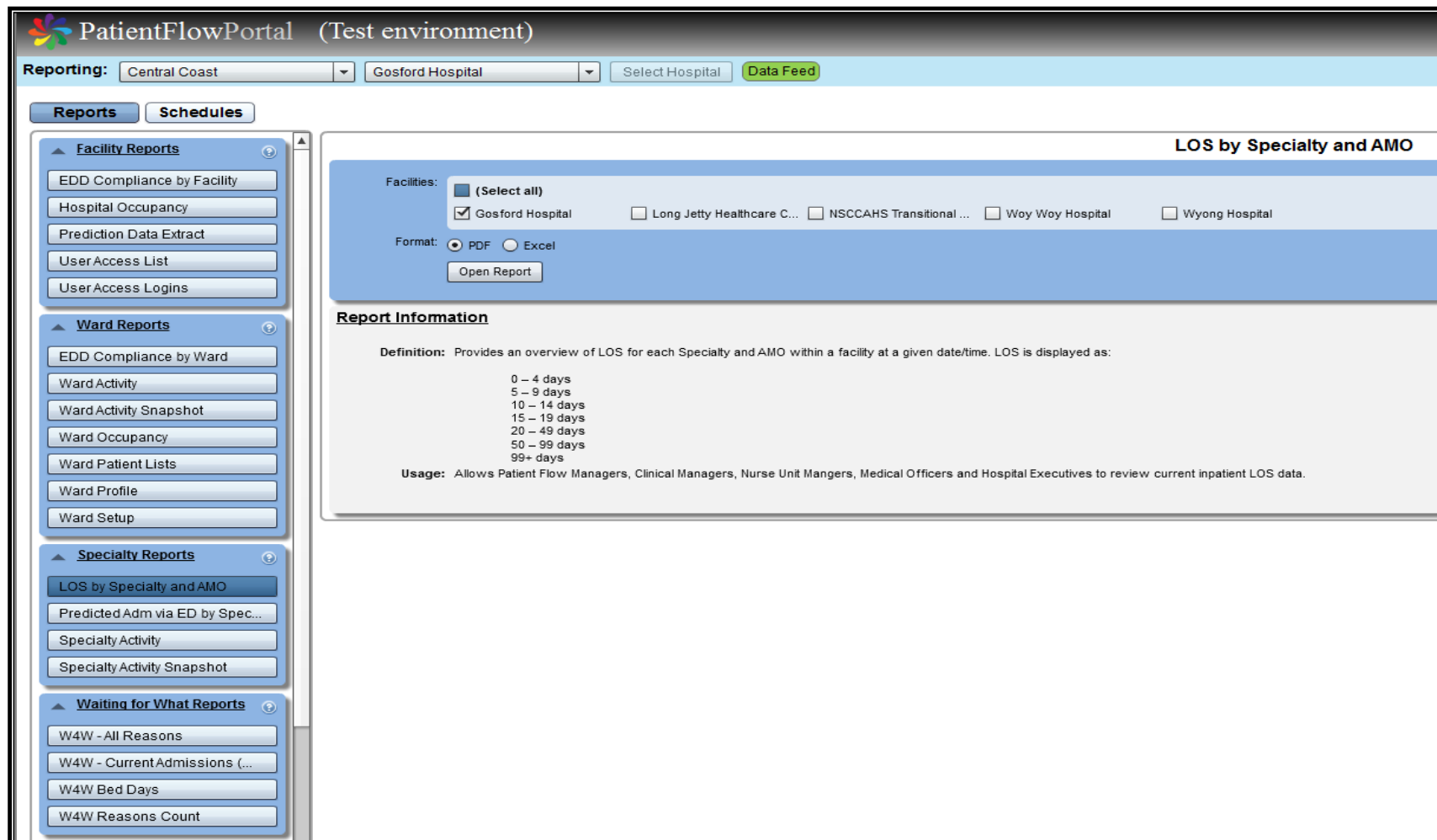
Figure 3: Selecting a report
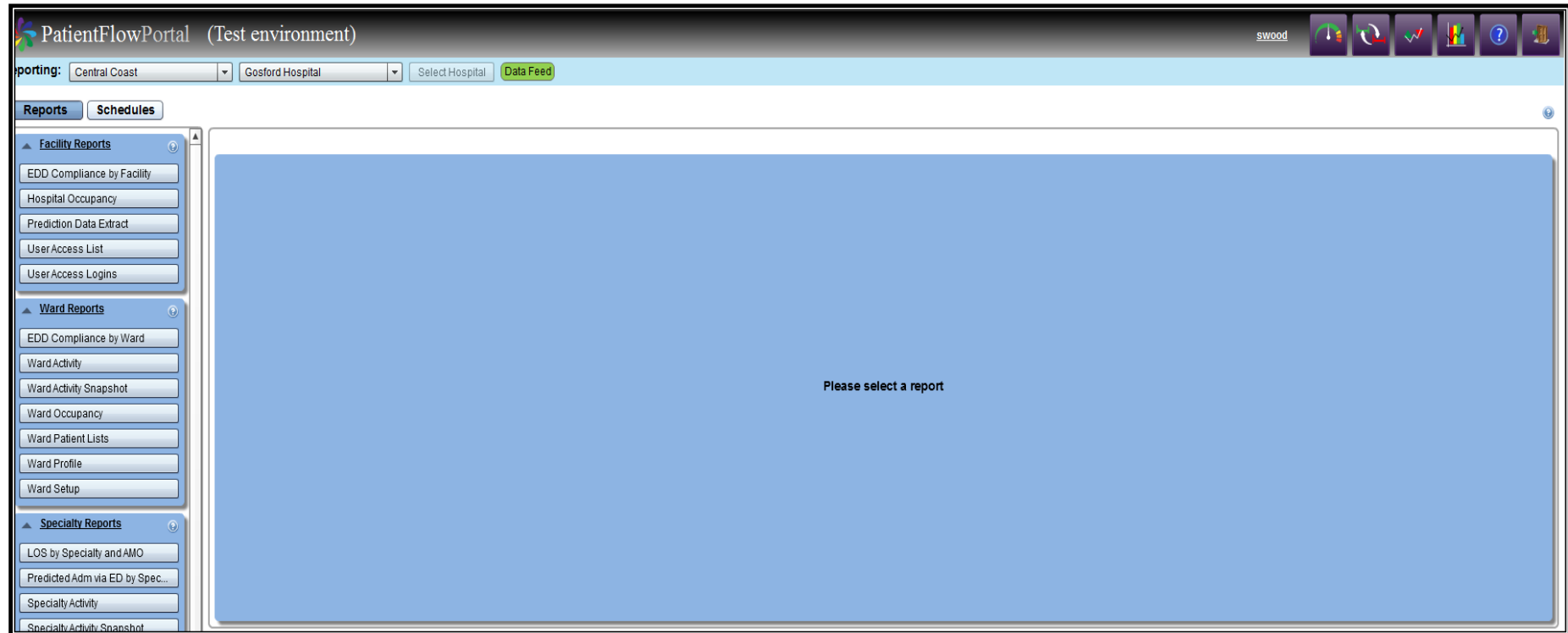
Single clicking on a report name will update the main section of the window with the prompts that can be customised by the user before generating the report. The prompts will differ depending on the type of report, which are detailed in Section 1.3.1. The definition and usage of the report are also defined underneath the report prompts.

Figure 4: Report Prompts for LOS by Specialty and AMO Report

1.3.1 Report Prompts

The report prompts defined in Table 3 are specific to each report. The prompts specific to each report are detailed in the overview table for each report.

Table 3: Report Prompt

Prompt	Definition
Facilities	• The facilities the user is able to run the report for in the selected LHD. • The list displayed is dependent on the user's access level and will always default to the LHD/Facility selected from the drop down list at the top of the window. • One, many or all facilities can be selected by ticking the associated checkbox(es). • All facilities can be selected at once by ticking the checkbox entitled "Select All", unticking the checkbox will de-select all facilities
Wards/Ward Groups	• The Wards or Ward Groups the user is able to run the report for. • If the radio button "Wards" is selected all wards in the given facility are displayed (it is not dependent on the user's access level). • Depending on the report selected Designated ED and Day Only wards may not be available for selection. • If the radio button "Ward Groups" is selected all Ward Groups in the given facility are displayed. • One, many or all Wards/Ward Groups can be selected by ticking the associated checkbox(es). All are selected by default but can be de-selected by unticking the "Select All" checkbox.
Date From	• Date the report will generate data from. • Defaults to "Today". • A date can be selected by clicking on the calendar icon and clicking on the required date.
Date To	• Date the report will generate data to. • Defaults to "Today". • A date can be selected by clicking on the calendar icon and clicking on the required date.
Run snapshot per day	• Extracts aggregated retrospective data based on a calendar day. • The user can select to extract up to 31 days of daily data prior to a user selected date.
Run snapshot per week	• Extracts aggregated retrospective data based on a calendar week. • The user can select to extract up to 12 calendar weeks of data prior to a selected date. • A week is defined as Monday to Sunday.
Run snapshot per month	• Extracts aggregated retrospective data based on a calendar month. • The user can select to extract up to 12 calendar months of data prior to a selected month.
Run snapshot per financial year	• Only applicable to Executive reports. • Extracts aggregated retrospective data for a financial year.
Run snapshot per calendar year	• Only applicable to Executive reports. • Extracts aggregated retrospective data for a calendar year.
Format	• Generating report either as PDF or Excel with default dependent on the selected report. • Some reports cannot be downloaded in both formats.

1.3.2 Report Data

Each report provides the user with the ability to view data in following manner:

- **Current Snapshot** – Displays data based on the status of the facility, ward or LHD at the time the report is generated.
- **Date Range** – Displays data based on date from and date to range customised by the user.
- **Historical Snapshot** – Displays retrospective data based on 1 or more calendar days, calendar weeks or calendar months. Executive reports can also be viewed based on 1 calendar year or financial year.

The reports associated with each of the above data categories are defined in Table 4

Table 4: Report Data Categories

Report Data Category	Reports
Current Snapshot	• Facility MAU FY Summary • LHD MAU FY Summary • LOS by Specialty and AMO • NSW Health MAU FY Summary • Patient Open Inter Ward Transfers • Patient Open Transfers • Patient Open Transfers by LHD • Predicted Admissions via ED by Specialty • User Access List • Waiting for What Current Admissions (Open Reasons) • Ward Lists • Ward Setup
Date Range	• Admission Risk • Direct Ward Admission Records • Facility MAU Re-admissions • Facility MAU Summary • Hospital Occupancy • Inter Hospital Transfers - Hourly Performance • Inter Hospital Transfer Records • Inter Ward Transfer Records • Inter Ward Transfer Times • LHD MAU Summary • NSW Health MAU Re-Admissions • Patients IN-OUT • Patient Transfer Cancellations • Patient Transfer Times • Patient Transfer Times Graph • Prediction Data Extract • Specialty Activity • User Access Logins • Waiting for What All Reasons • Waiting for What Bed Days

Report Data Category	Reports
	• Waiting for What Reasons Count • Ward Activity • Ward Profile Report • Whole of Hospital Snapshot • Whole of Hospital Snapshot by Facility
Historical Snapshot	• Clinician Defined EDD Compliance by Ward • Clinician Defined EDD Compliance by Facility • Facility LHD Operational Summary • Facility LHD Operational Summary (Trend) • Facility MAU Snapshot Summary • LHD MAU Snapshot Summary • NSW Health MAU Snapshot Summary • NSW Health MAU Performance Trend Summary • NSW Health MAU Process Trend Summary • Specialty Activity Snapshot • Ward Activity Snapshot • Ward Occupancy • LHD Operational Summary • LHD Operational Summary (Trend) • NSW Health Operational Summary

2.0 FACILITY REPORTS

2.1 Clinician Defined EDD Compliance by Facility

Table 5: Clinician Defined EDD compliance by Facility Overview

Report Title	Clinician Defined EDD Compliance by Facility
Report Module Title	EDD Compliance by Facility
Report Definition	Provides an average daily snapshot of the following data for a facility: • Avg. number of patients with LOS > 24hrs. • Avg. number of patients with LOS > 24hrs and clinician defined EDD. • Avg. percentage of patients with LOS > 24hrs and clinician defined EDD. All values exclude patients in wards flagged as "Designated ED" and "Day Only".
Report Use	Allows Patient Flow Managers and Hospital Executives to review EDD compliance as a measure of care coordination within the organisation.
Report Data Source	PFP
User Access	All users except Ward User, Clinical Manager and Ambulance User
Report Format	PDF only
Sub reports	Produces three sub reports: **Summary table:** A summary table detailing the % EDD compliance per calendar day, calendar week or calendar month as selected for each facility. **All facilities "Avg. % Compliance" comparison graph:** A graph comparing the % Avg. EDD compliance of all facilities selected. **Individual facility ">95% Compliance" graph:** A graph displaying the Avg. % EDD compliance for each facility against the > 95% target.
Report Prompts – mandatory unless otherwise stated	**Facilities:** The facility or facilities the user wants to run the report for. Facilities available for selection depends on the user's access rights. **Run snapshot for:** Day – displays up to 31 days of daily data Week – displays up to 12 weeks of aggregated weekly data Month – displays up to 12 months of aggregated monthly data
Sort Order	**1st Sort:** Alphabetically by facility **2nd Sort:** Chronologically by Date
Alerts	The report will highlight per facility all days, weeks of months where the value in the "Avg. % Pts with LOS > 24hrs & Clinician Defined EDD" cell is ">95% compliance" in the selected reporting period.
Business rules	Excludes patients in virtual beds i.e. beds flagged as Well Baby, On Leave or Boarder.

Figure 4: Clinician Defined EDD compliance by Facility – Summary table Layout

Clinician Defined EDD Compliance by Facility

Daily Snapshot for the Period 04/09/2013 to 19/09/2013

Facility	Indicator	05/09/13 Thursday	06/09/13 Friday	07/09/13 Saturday	08/09/13 Sunday	09/09/13 Monday	10/09/13 Tuesday	11/09/13 Wednesday
	Avg. No. Pts with LOS > 24hrs	77	83	78	85	86	79	77
	Avg. No. Pts with LOS > 24hrs & Clinician Defined EDD	75	78	69	63	66	66	65
	Avg. % Pts with LOS > 24hrs & Clinician Defined EDD	97.4	94.0	88.5	74.1	76.7	83.5	84.4
	Avg. No. Pts with LOS > 24hrs	277	284	287	298	295	263	268
	Avg. No. Pts with LOS > 24hrs & Clinician Defined EDD	221	240	231	222	236	216	214
	Avg. % Pts with LOS > 24hrs & Clinician Defined EDD	79.8	84.5	80.5	74.5	80.0	82.1	79.9
	Avg. No. Pts with LOS > 24hrs	461	474	443	466	463	459	458
	Avg. No. Pts with LOS > 24hrs & Clinician Defined EDD	355	370	335	323	317	322	345
	Avg. % Pts with LOS > 24hrs & Clinician Defined EDD	77.0	78.1	75.6	69.3	68.5	70.2	75.3
	Avg. No. Pts with LOS > 24hrs	382	393	367	378	388	368	375
	Avg. No. Pts with LOS > 24hrs & Clinician Defined EDD	327	340	315	322	335	321	328
	Avg. % Pts with LOS > 24hrs & Clinician Defined EDD	85.6	86.5	85.8	85.2	86.3	87.2	87.5
	Avg. No. Pts with LOS > 24hrs	580	585	559	579	588	554	549
	Avg. No. Pts with LOS > 24hrs & Clinician Defined EDD	524	534	509	525	533	504	499
	Avg. % Pts with LOS > 24hrs & Clinician Defined EDD	90.3	91.3	91.1	90.7	90.6	91.0	90.9
	Avg. No. Pts with LOS > 24hrs	662	687	648	671	648	613	622
	Avg. No. Pts with LOS > 24hrs & Clinician Defined EDD	502	513	454	448	445	442	461
	Avg. % Pts with LOS > 24hrs & Clinician Defined EDD	75.8	74.7	70.1	66.8	68.7	72.1	74.1

>=95% Compliance

Figure 5: Clinician Defined EDD compliance by Facility – All facilities "Ave % Compliance" comparison graph Layout

Table 6: Clinician Defined EDD Compliance by Facility Summary table - Data Elements

Field	Format	Definition	Rules/Calculations
Date	Date	Date range for the report.	Displays differently depending on whether a daily, weekly or monthly snapshot is selected: • Daily: Up to 31 days of daily snapshots per table. • Weekly: Up to 12 calendar weeks of daily snapshots per table. • Monthly: Up to 12 calendar month of daily snapshots per table.
Facility	Text	Name of the facility the data relates to	N/A
Avg. No. Pts with LOS > 24hrs	Numeric	Number of patients for the given facility with LOS > 24hrs.	Sum of number of patients with LOS > 24 hours / 24 Data excludes patients in: • Wards flagged as Day Only OR Designated ED • Virtual Beds (i.e. Well Babies, Boarder and Leave)
Avg. No. Pts with LOS > 24hrs & Clinician Defined EDD	Numeric	Number of patients for the given facility with LOS > 24hrs and a clinician defined EDD.	Sum of number of patients with LOS > 24 hours and Clinician Defined EDD / 24 Data excludes patients in: • Wards flagged as Day Only OR Designated ED • Virtual Beds (i.e. Well Babies, Boarder and Leave)
Avg. % Pts with LOS > 24hrs & Clinician Defined EDD	Percentage	The % of patients for the given facility with LOS > 24hrs and a clinician defined EDD.	(Avg. No. Pts with LOS > 24hrs & Clinician Defined EDD/Avg. No. Pts with LOS > 24hrs) x 100

Table 7: Clinician Defined EDD Compliance by Facility Graphs - Data Elements

Field	Format	Definition	Rules/Calculations
X –axis	Date	Dates within the reporting period in chronological order (left to right).	Graph displays differently depending on whether a daily, weekly or monthly snapshot is selected: • Daily: Up to 31 days of daily snapshots per graph. Displays date • Weekly: Up to 12 calendar weeks of weekly snapshots per graph. Displays the date range for the week • Monthly: Up to 12 calendar months of daily snapshots per graph. • Displays the month and year.
Y-axis	%	% values from 0 – 100. Line displays for 95% target on Sub report 3 only.	N/A
Plot area	Line	The % of patients with LOS > 24hrs & clinician defined EDD as a line graph with data points for each day	N/A
Legend	Coloured line with text	Line colour used for each facility and the facility name.	N/A

2.2 EPJB Audit Log

Table 8: EPJB Audit Log Overview

Report Title	EPJB Audit Log
Report Module Title	EPJB Audit Log
Report Definition	Provides a log of the users who have viewed patients on the Electronic Patient Journey Board module for a specific facility. The audit log can only be downloaded for 1 day.
Report Use	Can be used to monitor EPJB access by users at a specific facility.
Report Data Source	PFP
User Access	System Administrator only
Report Format	Excel only
Sub reports	None.
Report Prompts – mandatory unless otherwise stated	**Date** (defaulted to today and searches the events for date selected) **User First Name** (free text field that searches user's firstname, a User Surname must also be entered) **User Surname** (free text field that searches user's Surname, a User First Name must also be entered) **Patient First Name** (free text field that searches patient's first name, a Patient Surname must also be entered) **Patient Surname** (free text field that searches patient's first name, a Patient Surname must also be entered) **Ward** (checkbox of active EPJB wards in facility)
Sort Order	Event date / time in reverse chronological order.
Alerts	None.
Business rules	None.

Figure 6: EPJB Audit Log Example

EPJB Audit Log

Manly District Hospital (Northern Sydney LHD)

For the Period: 28/04/14 00:00 - 28/04/14 23:59 (Audit for <User First Name like %%>)

Ward Code	Ward Description	User ID	User Surname	User First Name	User PC IP Adress	Patient ID	Patient Surname	Patient First Name	Event	Event Date/Time
SW5	SW5				10.192.73.202	139169			Patient View	28/04/14 10:23
SW5	SW5				10.192.73.202	451513			Patient View	28/04/14 10:23

Table 9: EPJB Audit Log - Data Elements

Field	Format	Definition	Rules/Calculations
Title	Text	Displays the title of the report as *EPJB Audit Log.*	N/A
For the Period	Date	Displays the period for which the report has data calculated for as *For the period dd/mm/yyyy hh:mm – dd/mm/yyyy hh:mm.*	N/A
Facility Name	Text	Displays the Facility name.	N/A
Ward Code	Text	Displays the PAS Ward Code.	N/A
Ward Description	Text	Displays the PFP Ward Description.	N/A
User ID	Text	Displays the users id.	N/A
User Surname	Text	Displays the users surname.	N/A
User First Name	Text	Displays the users first name.	N/A
User PC IP Address	Text	Displays the IP address of the PC the user was using.	N/A
Patient ID	Text	Displays the patient UID or MRN depending on the AHS PAS.	N/A
Patient Surname	Text	Displays the patient's surname.	N/A
Patient First Name	Text	Displays the patient's first name.	N/A
Event	Text	Displays the event as either: • Patient View • Patient Detail View • Incoming IHT • Incoming IWT • Outgoing IHT • Outgoing IWT • Outlier out of ward • Admitted Patient in ED.	N/A
Event Date/Time	Date/Time	Displays the date/time of the event.	N/A

2.3 Hospital Occupancy

Table 10: Hospital Occupancy Overview

Report Title	Hospital Occupancy
Report Definition	Hour by hour snapshot of total capacity, total available beds, total occupancy, ED Accessible Bed occupancy and surge beds occupied.
Report Use	Can be used to obtain a snapshot occupancy indicating hourly demand for any given day to provide an indication of patterns in capacity and demand.
Report Data Source	PFP
User Access	All users except Ambulance User
Report Format	PDF (default) and Excel
Report Prompts – mandatory unless otherwise stated	**Facilities:** The facility or facilities the user wants to generate the report for. Facilities available for selection depends on the user's access rights. **From Date** (default = Today) **To Date** (default = Today)
Sort Order	**1st Sort:** Chronologically by Date **2nd Sort:** Chronologically by Snapshot hour
Alerts	The report will highlight the hour which had the highest Total Occupancy and highest ED Accessible bed occupancy on a given day.
Business rules	• ED accessible beds are beds in Wards that have been flagged as "ED accessible" in the Bed Management Admin module of PFP. • Requires the Schedule in Bed Board – Bed Management to be set up correctly. • Excludes patients in Virtual beds

Figure 7: Hospital Occupancy - Layout PDF

Hospital Occupancy

For the Period 09/10/2013 to 16/10/2013

Date (Day)	Indicator	0:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00	Avg.
09/10/2013 (Wednesday)	Total Capacity	1099	1099	1099	1099	1099	1099	1099	1099	1099	1099	1099	1099	1099	1099	1099	1099	1099	1099	1099	1099	1099	1099	1099	1099	1099
	Total Available Beds	910	910	910	910	910	910	943	987	1042	1042	1042	1042	1042	1042	1042	1042	1030	1030	1019	996	970	910	910	910	985
	Total Occupied	795	795	795	795	795	795	800	842	862	864	858	862	879	900	882	848	811	824	819	813	805	812	807	810	828
	Total Occupancy (%)	87.4	87.4	87.4	87.4	87.4	87.4	84.8	85.3	82.7	82.9	82.3	82.7	84.4	86.4	84.6	81.4	77.8	80	79.5	79.8	80.8	83.7	88.7	89	84.2
	Total ED Accesible Available Beds	525	525	525	525	525	525	525	525	525	525	525	525	525	525	525	525	525	525	525	525	525	525	525	525	525
	Total ED Accesible Beds Occupied	497	497	497	497	497	497	497	511	513	514	512	507	506	488	482	480	473	469	467	475	479	480	484	484	492
	ED Accesible Beds Occupancy (%)	94.7	94.7	94.7	94.7	94.7	94.7	94.7	97.3	97.7	97.9	97.5	96.6	96.4	93	91.8	91.4	90.1	89.3	89	90.5	91.2	91.4	92.2	92.2	93.7
	Surge Beds Occupied	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
10/10/2013 (Thursday)	Total Capacity	1099	1099	1099	1099	1099	1099	1099	1099	1099	1099	1099	1099		1099	1099	1099	1099	1099	1099	1099	1099	1099	1099	1099	1099
	Total Available Beds	910	910	910	910	910	910	943	987	1042	1042	1042	1042		1042	1042	1042	1042	1030	1030	1019	996	970	910	910	982
	Total Occupied	811	811	814	819	821	822	834	848	868	865	846	878		904	888	855	820	833	825	827	816	811	817	818	837
	Total Occupancy (%)	89.1	89.1	89.5	90	90.2	90.3	88.4	85.9	83.3	83	81.2	84.3		86.8	85.2	82.1	78.7	80.9	80.1	81.2	81.9	83.6	89.8	89.9	85.4
	Total ED Accesible Available Beds	525	525	525	525	525	525	525	525	525	525	525	525		525	525	525	525	525	525	525	525	525	525	525	525
	Total ED Accesible Beds Occupied	489	491	494	496	498	499	500	503	505	503	499	500		497	491	489	481	480	483	479	483	490	496	499	493
	ED Accesible Beds Occupancy (%)	93.1	93.5	94.1	94.5	94.9	95	95.2	95.8	96.2	95.8	95	95.2		94.7	93.5	93.1	91.6	91.4	92	91.2	92	93.3	94.5	95	94.0
	Surge Beds Occupied	0	0	0	0	0	0	0	0	0	0	0	0		0	0	0	0	0	0	0	0	0	0	0	
11/10/2013 (Friday)	Total Capacity	1099	1099	1099	1099	1099	1099	1099	1099	1099	1099	1099	1099	1099	1099	1099	1099	1099	1099	1099	1099	1099	1099	1099	1099	1099
	Total Available Beds	910	910	910	910	910	910	943	987	1042	1042	1042	1042	1042	1042	1042	1042	1037	1025	1020	1009	986	960	900	900	982
	Total Occupied	819	824	829	828	829	833	852	869	881	889	881	895	913	896	860	814	818	820	808	807	800	799	798	799	840
	Total Occupancy (%)	90	90.5	91.1	91	91.1	91.5	90.3	88	84.5	85.3	84.5	85.9	87.6	86	82.5	78.1	78.9	80	79.2	80	81.1	83.2	88.7	88.8	85.8
	Total ED Accesible Available Beds	525	525	525	525	525	525	525	525	525	525	525	525	525	525	525	520	520	515	515	515	515	515	515	515	522
	Total ED Accesible Beds Occupied	501	502	510	513	513	515	518	520	521	522	520	515	503	488	474	468	471	469	469	471	465	466	468	470	494
	ED Accesible Beds Occupancy (%)	95.4	95.6	97.1	97.7	97.7	98.1	98.7	99	99.2	99.4	99	98.1	95.8	93	90.3	89.1	90.6	90.2	91.1	91.5	90.3	90.5	90.9	91.3	94.6
	Surge Beds Occupied	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

Figure 8: Hospital Occupancy - Layout Excel

Hospital Occupancy

For the Period 09/10/2013 to 16/10/2013

Date (Day)	Indicator	0:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00	Avg.
09/10/2013 (Wednesday)	Total Capacity	608	608	608	608	608	608	608	608	608	608	608	608	608	608	608	608	608	608	608	608	608	608	608	608	608
	Total Available Beds	514	514	514	514	514	514	534	538	546	551	551	551	551	551	551	551	551	551	551	534	534	514	514	514	534
	Total Occupied	448	454	456	458	460	460	465	481	487	491	499	504	503	502	493	483	472	462	458	454	450	450	456	458	471
	Total Occupancy (%)	87.2	88.3	88.7	89.1	89.5	89.5	87.1	89.4	89.2	89.1	90.6	91.5	91.3	91.1	89.5	87.7	85.7	83.8	83.1	85.	84.3	87.5	88.7	89.1	88.2
	Total ED Accesible Available Beds	353	353	353	353	353	353	363	363	363	363	363	363	363	363	363	363	363	363	363	363	363	353	353	353	359
	Total ED Accesible Beds Occupied	363	367	368	369	369	369	375	388	388	385	388	393	391	387	382	375	360	357	353	354	354	353	359	361	371
	ED Accesible Beds Occupancy (%)	102.8	104.	104.2	104.5	104.5	104.5	103.3	106.9	106.9	106.1	106.9	108.3	107.7	106.6	105.2	103.3	99.2	98.3	97.2	97.5	97.5	100.	101.7	102.3	103.3
	Surge Beds Occupied	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
10/10/2013 (Thursday)	Total Capacity	608	608	608	608	608	608	608	608	608	608	608	608		608	608	608	608	608	608	608	608	608	608	608	608
	Total Available Beds	514	514	514	514	514	514	534	538	546	551	551	551		551	551	551	551	551	551	534	534	514	514	514	534
	Total Occupied	463	463	464	466	470	473	478	490	492	497	493	497		487	481	472	455	446	440	442	441	443	444	446	467
	Total Occupancy (%)	90.1	90.1	90.3	90.7	91.4	92.	89.5	91.1	90.1	90.2	89.5	90.2		88.4	87.3	85.7	82.6	80.9	79.9	82.8	82.6	86.2	86.4	86.8	87.6
	Total ED Accesible Available Beds	353	353	353	353	353	353	363	363	363	363	363	363		363	363	363	363	363	363	363	363	353	353	353	359
	Total ED Accesible Beds Occupied	364	369	369	369	373	376	374	386	387	381	378	378		367	363	358	352	340	336	338	341	348	349	352	363
	ED Accesible Beds Occupancy (%)	103.1	104.5	104.5	104.5	105.7	106.5	103.	106.3	106.6	105.	104.1	104.1		101.1	100.	98.6	97.	93.7	92.6	93.1	93.9	98.6	98.9	99.7	101.1
	Surge Beds Occupied	0	0	0	0	0	0	0	0	0	0	0	0		0	0	0	0	0	0	0	0	0	0	0	
11/10/2013 (Friday)	Total Capacity	608	608	608	608	608	608	608	608	608	608	608	608	608	608	608	608	608	608	608	608	608	608	608	608	608
	Total Available Beds	514	514	514	514	514	514	534	538	546	551	551	551	551	551	551	551	551	551	551	534	534	514	514	514	534
	Total Occupied	451	456	458	461	463	465	465	483	494	496	499	502	503	499	491	470	447	423	414	412	411	406	408	412	458
	Total Occupancy (%)	87.7	88.7	89.1	89.7	90.1	90.5	87.1	89.8	90.5	90.	90.6	91.1	91.3	90.6	89.1	85.3	81.1	76.8	75.1	77.2	77.	79.	79.4	80.2	85.7
	Total ED Accesible Available Beds	353	353	353	353	353	353	363	363	363	363	363	363	363	363	363	363	363	363	363	363	363	353	353	353	359
	Total ED Accesible Beds Occupied	356	361	361	364	367	370	371	383	389	386	384	382	381	376	367	347	335	317	311	311	312	315	321	322	354
	ED Accesible Beds Occupancy (%)	100.8	102.3	102.3	103.1	104.	104.8	102.2	105.5	107.2	106.3	105.8	105.2	105.	103.6	101.1	95.6	92.3	87.3	85.7	85.7	86.	89.2	90.9	91.2	98.5
	Surge Beds Occupied	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

Table 11: Hospital Occupancy - Data Elements

Field	Format	Definition	Rules/Calculations
Date	DD/MM/YYYY	The date the rows of data apply to.	N/A
Snapshot Time	hh:00	The hour applicable to the counts and occupancy.	N/A
Total Capacity	Numeric	Count of all open, unavailable and closed beds in all wards at the given hour.	Sum of (Available + Unavailable + Surge + Closed) beds in all wards.
Total Available Beds	Numeric	Number of Available beds in all wards at the given hour.	Count of available beds in all wards.
Total Occupied	Numeric	Number of occupied Available beds in all wards at the given hour.	Count of available beds in all wards occupied by a patient.
Total Occupancy (%)	Numeric- 1 decimal place	% Occupancy of Available beds in all wards at the given hour.	(Total Occupied /Total Available Beds) x 100
Total ED Accessible Available Beds	Numeric	Number of Available beds in ED Accessible wards at the given hour.	Count of available beds in ED Accessible wards.
Total ED Accessible Beds Occupied	Numeric	Number of occupied Available beds in ED Accessible wards at the given hour.	Count of available beds in ED Accessible wards occupied by a patient.
Total ED Accessible Bed Occupancy (%)	Numeric – 1 decimal place	% Occupancy of Available beds in ED Accessible wards at the given hour.	(Total ED Accessible Beds Occupied / Total ED Accessible Available Beds) * 100
Surge Beds Occupied	Numeric	Number of occupied Surge beds in all wards at the given hour.	Count of Surge beds as sourced from the Predictive Tool
Avg.	Numeric	Average of each data item for each day	Sum the data item for each hour / number of snapshots in that day

2.4 Prediction Data Extract

Table 12: Prediction Data Extract Overview

Report Title	Prediction Data Extract
Report Definition	Excel format extract of all predictive, actual and flow indicator data for each date over a specified date range.
Report Use	For further analysis of historical actual and predictions to identify demand and capacity trends and patterns over time.
Report Data Source	PFP and HIE
User Access	All Users except Ambulance User
Report Format	Excel only
Report Prompts – mandatory unless otherwise stated	**Facilities:** The facility or facilities the user wants to run the report for. Facilities available for selection depends on the user's access rights. **From Date** (default = Today): The start date for the report. **To Date** (default = Today): The end date for the report.
Report Sort Order	**1st Sort**: Actual, Prediction, Flow Indicator **2nd Sort**: Alphabetically by Indicator value (except for the Flow Indicators)
Alerts	N/A
Business Rules	For detailed information about the Data Sources and calculations for each measure please refer to the Predictive Tool Data Definitions spreadsheet available on the Patient Flow Systems website.

Prediction Data Extract

For the Period 01/10/2013 to 31/10/2013

Data Source	Data Entry	Threshold	01/10/2013	02/10/2013	03/10/2013	04/10/2013	05/10/2013	06/10/2013	07/10/2013	08/10/2013	09/10/2013	10/10/2013	11/10/2013	12/10/2013	13/10/2013	14/10/2013	15/10/2013	16/10/2013	17/10/2013	18/10/2013
Actual	Actual Admissions to ED		23	23	24	27	14	14		25	15	14	17	23	20	23	19	21	14	26
Actual	Actual Admissions to EMU		20	23	30	32	22	22	30	23	24	22	26	33	19	24	25	23	19	30
Actual	Actual Admissions via ED		55	63	69	69	70	27		69	62	72	58	60	49	59	59	60	68	59
Actual	Actual Beds Required		115	117	125	109	91	54	30	121	122	142	129	91	76	113	115	99	117	113
Actual	Actual Booked Admissions		45	49	48	33	8	16	19	43	40	50	51	24	13	40	44	32	34	35
Actual	Actual Direct Admissions		14	20	28	17	8	16	16	13	21	24	31	24	12	16	29	16	16	20
Actual	Actual Discharges		104	93	90	113	71	58	31	77	107	89	112	56	36	103	103	89	84	100
Actual	Actual EDO																			
Actual	Actual Medical Overnight		5	3	2	1				10	4	7	1			7	3	4	3	1
Actual	Actual Surgical Overnight		26	26	18	15			3	20	15	19	19		1	17	12	12	15	14
Actual	All ED Admissions		78	86	93	96	84	41		94	77	86	75	83	69	82	78	81	82	85
Actual	EDO / 23hr patients requiring an inpatient bed																			
Prediction	Available ED accessible beds		525	525	525	521	513	505	505	525	525	525	521	513	505	518	525	525	525	521
Prediction	Bed Demand Status		-18	3	8	53	29	-5	61	-13	-18	-9	-3	18	-28	-33	-9	-2	-2	3
Prediction	Booked EDO																			
Prediction	Booked Medical Overnight		5	10	10	1		1		10	5	10	10		1	4	10	8	10	4
Prediction	Booked Overnight admissions		23	30	30	14	1	2		32	28	24	30	1	2	29	30	23	30	21
Prediction	Booked Surgical Overnight		18	20	20	13	1	1		22	23	14	20	1	1	25	20	15	20	17
Prediction	EDD		32	25	21	34	31	29	47	26	30	43	35	35	24	23	28	36	22	63
Prediction	Empty Available ED accessible beds at 7am		7	25	23	35	49	32	54	15	17	12	8	33	11	1	20	15	22	4
Prediction	Ideal Buffer Beds																			
Prediction	Planned Booked Admissions		23	30	30	14	1	2		32	28	24	30	1	2	29	30	23	30	21
Prediction	Predicted admissions via ED		72	68	61	69	57	55	72	72	68	61	69	59	55	70	73	67	63	68
Prediction	Predicted Beds Available		102	116	117	153	100	63	144	110	108	106	126	85	43	90	116	105	116	121
Prediction	Predicted Beds Required		120	113	109	100	71	68	83	123	126	115	129	67	71	123	125	107	118	118
Prediction	Predicted Direct Admissions		10	10	10	10				10	10	10	10			10	10	10	10	10
Prediction	Predicted Discharges		95	91	94	118	51	31	90	95	91	94	118	52	32	89	96	90	94	117
Prediction	Surge beds occupied															5				8
Prediction	Unstaffed beds in use																			
Prediction	Yesterday's Admissions still in ED		15	5	8	7	13	11	11	9	20	20	20	7	14	9	12	7	15	11
Flow Indicator	National Emergency Access Target (4 hour)	90																		
Flow Indicator	ED accessible bed occupancy %	85	93	91	91	89	90	89	89	94	92	94	91	94	99	94	94	92	95	93
Flow Indicator	Patients over 9 days	140	133	130	131	132	143	162	180	168	158	162	149	157	165	159	148	141	139	140
Flow Indicator	Patients with ACCR waiting placement	2	2	2	3	3	3	3	3	2	3	3	3	3	3	3	4	4	2	3
Flow Indicator	Patients waiting ACCR review	2	5	4	4	4	4	4	4	4	4	4	4	3	2	2	1	1	1	1
Flow Indicator	Patients accepted for rehab waiting a Bed	2	5	5	5	5	5	5	5	4	4	4	4	4	4	4	6	11	11	10
Flow Indicator	Patients waiting rehab consult	3																		
Flow Indicator	Patients with MRO																			
Flow Indicator	Inpatients waiting surgery/procedure	10	7	6	6	3	3	3	3	1	2	3	2			1	2	8	8	8
Flow Indicator	Patients requiring cardiac monitoring																			
Flow Indicator	Patients ready for transfer to another Facility	3	3	3	3	3	3	3	3	3	5	5	4	4	4	6	2	7	3	1
Flow Indicator	Patients awaiting transfer into Facility	3	4	7	7	4	4	4	3	6	4	3	7	4	4	4	7	7	8	8
Flow Indicator	Patients with Waiting For What Reasons	5	119	103	101	97	88	84	84	84	91	88	82	64	61	70	76	108	102	107

Table 13: Prediction Data Extract – Data Elements

Field	Format	Definition
Actuals		
Actual Admissions to ED	Numeric	Actual number of patients admitted to the ED. AMO specialty = ED (includes patients who were admitted and discharged on the same day).
Actual Admissions to EMU	Numeric	Actual number of patients admitted to the EMU (includes patients admitted and discharged on the same day).
Actual Admissions via ED	Numeric	Actual number of admissions from ED to an inpatient team who required an overnight bed i.e. excludes AMO specialty = ED.
Actual Beds required	Numeric	Total number of beds that were needed to meet demand including booked, direct admissions and Emergency admitted patients.
Actual Booked Admissions	Numeric	Total number of booked admissions.
Actual Direct Admissions	Numeric	Actual number of direct admissions.
Actual Discharges	Numeric	Actual number of discharges from ED accessible beds excluding Day Only, Maternity and well babies.
Actual EDO	Numeric	Actual EDO patients who were admitted and separated within 24 hours from an EDO Unit/Bed.
Actual Medical Overnight	Numeric	Actual medical overnight admissions.
Actual Surgical Overnight	Numeric	Actual surgical overnight admissions.
All ED Admissions	Numeric	Total number of ED admissions.
EDO / 23hr patients requiring an impatient bed	Numeric	Actual number of EDO patients who were admitted with an intention to separate within 28 hours and then required an overnight ward Bed.
Predictions		
Available ED accessible beds	Numeric	Average number of available ED accessible beds.
Bed Demand Status	Numeric	Predicted beds available minus predicted beds required. Shows the surplus or deficit of expected beds.
Booked EDO	Numeric	Expected Extended Day Only (EDO)/23 hour patients who will be admitted and separated within 24 hours into an EDO Unit/Bed. Manual entry.
Booked Medical Overnight	Numeric	Expected overnight medical admission (sourced from the census wait list table in HIE).
Booked Overnight Admissions	Numeric	Total number of overnight admissions.
Booked Surgical Overnight	Numeric	Expected surgical overnight admissions (these patients may be admitted the day before surgery) not direct admissions but include DOSA.
EDD	Numeric	Number of patients at 7am in ED accessible beds with an Estimated Date of Discharge (EDD) for that day.
Empty available beds at 7am	Numeric	Empty available ED accessible beds at 7am.
Ideal Buffer Beds	Numeric	Number of beds that the facility requires to accommodate for daily variances in activity.
Planned Booked Admissions	Numeric	EDO required overnight bed + Booked Medical Overnight + Booked Surgical Overnight
Predicted admissions via ED	Numeric	Number of predicted admissions from ED to an inpatient overnight bed. i.e. excludes AMO specialty = ED.
Predicted Beds Available	Numeric	Number of predicted beds available to meet daily expected demand.
Predicted Beds Required	Numeric	Total number of beds needed to meet expected demand (including planned booked, direct and unplanned Emergency Department admissions) and to close surge beds in use.
Predicted Direct Admissions	Numeric	Predicted Admissions from Clinics, rooms, other hospitals to an inpatient bed and did not go through the ED.
Predicted Discharges	Numeric	Predicted number of discharges excluding Day Only, Emergency Department, Maternity, well babies and renal dialysis.
Surge Beds Occupied	Numeric	Number of surge beds occupied by a patient at 7am in ED accessible wards.
Unstaffed beds in use	Numeric	Number of beds open and unstaffed at 7am (excluding Day Only units).

Field	Format	Definition
Yesterday's Admissions still in ED	Numeric	Number of yesterdays admitted patients i.e. AMO specialty <> emergency in the ED at 7am.
Flow Indicators		
National Emergency Access Target (4 hour)	Percentage	National Emergency Access Target of four hours for all patients treated in the Emergency Department. Manual entry.
ED accessible bed occupancy %	Percentage	Daily Occupancy rate of overnight ED accessible beds.
Patients over 9 days	Numeric	Number of patients with a LOS greater than 9 days.
Patients with ACCR waiting placement	Numeric	Count of patients with an open Waiting for What (WFW) reason that have an Aged Care Client Record (ACCR) completed and are medically ready waiting for placement.
Patients waiting ACCR review	Numeric	Count of patients with an open WFW reason who are awaiting an ACCR review.
Patients accepted for rehab waiting a Bed	Numeric	Count of patients with an open WFW reason who are admitted patients accepted for rehabilitation waiting for transfer to a rehabilitation ward/hospital.
Patients waiting rehab consult	Numeric	Count of patients with an open WFW reason who are waiting for a rehabilitation team review.
Patients with MRO	Numeric	Number of admitted patients who are infected with a multi resistant organism. Manual entry.
Inpatients waiting surgery/procedure	Numeric	Count of patients with an open WFW reason who are waiting for surgery or a procedure in the Operating Theatre.
Patients requiring cardiac monitoring	Numeric	Number of patients requiring cardiac monitoring. Manual entry.
Patients ready for transfer to another Facility	Numeric	Number of patients ready for transfer out of your facility (Outgoing IHT).
Patients awaiting transfer into Facility	Numeric	Number of patients awaiting transfer into the selected facility (Incoming IHT).
Patients with Waiting For What Reasons	Numeric	Number of patients with one or more open WFW reasons.

2.5 User Access List

Table 14: User Access List Overview

Report Title	User Access List
Report Definition	Provides a list of users currently approved to access PFP at a specific facility.
Report Use	To audit and update user access of approved users to PFP at a specific facility.
Report Data Source	PFP
User Access	Patient Flow Manager, Patient Flow Administrator, LHD User
Report Format	Excel only
Report Prompts – mandatory unless otherwise stated	**Facilities:** The facility or facilities the user wants to run the report for. Facilities available for selection depends on the user's access rights.
Report Sort Order	**1st Sort:** Alphabetically by Surname **2nd Sort:** Alphabetically by First Name
Alerts	N/A
Business Rules	Ward Users and Clinical Managers will appear multiple times on the report based on wards they have approved access to.

Table 15: User Access List - Data Elements

Field	Format	Definition	Rules/Calculations
Surname	Alphanumeric	Surname of the user who has access to the facility.	Excludes MoH Users and System Administrators.
First Name	Alphanumeric	First Name of the user who has access to the facility.	N/A
Login	Alphanumeric	Logon ID of the user who logged onto the given facility during the specified date range.	N/A
Email	Alphanumeric	User's email address.	N/A
Phone No.	Numeric	User's phone number.	N/A
Access Level	Alphanumeric	PFP Access Level of the user	N/A
Date of Last Login	DD/MM/YY hh:mm	Date/time the user last successfully logged into the PFP.	N/A
Date Access Approved	DD/MM/YY hh:mm	Date/time the user's access was approved.	N/A
Approver	Alphanumeric	First name and Surname of the user that approved the given user.	N/A
Approver Access Level	Alphanumeric	Access Level of the approver.	N/A
Total Users	Numeric	Total number of users at a specific facility.	Count of number of approved users for the given facility (excluding MoH Users and System Administrators).

2.6 User Access Logins

Table 16: User Access Logins Overview

Report Title	User Access Logins
Report Definition	Provides a list of the number of times a user has logged into PFP during a defined date range for a specific facility.
Report Use	Allows Hospital and LHD Executives to view the number of times users have accessed PFP.
Report Data Source	PFP
User Access	Patient Flow Manager, Patient Flow Administrator, LHD User
Report Format	Excel only
Report Prompts – mandatory unless otherwise stated	**Facilities:** The facility or facilities the user wants to run the report for. Facilities available for selection depends on the user's access rights. **From Date** (default = Today): The start date for the report. **To Date** (default = Today): The end date for the report.
Report Sort Order	**1st Sort:** Alphabetically by Surname **2nd Sort:** Alphabetically by First Name
Alerts	N/A
Business Rules	N/A

Table 17: User Access Logon - Data Elements

Field	Format	Definition	Rules/Calculations
Surname	Alphanumeric	Surname of the user who logged onto the given facility at least once during the specified date range.	Excludes System Administrators.
First Name	Alphanumeric	First Name of the user who logged onto the given facility at least once during the specified date range.	N/A
Login	Alphanumeric	Logon ID of the user who logged onto the given facility at least once during the specified date range.	N/A
Access Level	Alphanumeric	PFP Access Level of the given user	N/A
# Logins	Numeric	Number of times the user has logged onto the facility during the specified date range.	N/A
Date of Last Login	DD/MM/YY hh:mm	Date the user last logged into PFP	N/A
Number of Users	Numeric	Number of users who have logged onto the facility during the specified date range.	Count of number of users who logged onto the facility excluding System Administrators
Number of Logins	Numeric	Total number of logins for the facility during the specified date range.	Count of number of successful logins for a facility excluding System Administrators

![NSW Government Health logo]

3.0 WARD REPORTS

3.1 Clinician Defined EDD Compliance by Ward

Table 18: Clinician Defined EDD Compliance by Ward Overview

Report Title	EDD Compliance by Ward
Report Definition	Provides an average daily snapshot of the percentage of patients with LOS > 24hrs and clinician defined EDD for specific wards or ward groups within a facility.
Report Use	Allows Patient Flow Managers, Clinical Managers, Nurse Unit Mangers and Hospital Executives to review EDD compliance as a measure of care coordination within the organisation.
Report Data Source	PFP
User Access	All Users except Ambulance User
Report Format	PDF only
Sub reports	Produces three sub reports: **Summary table:** A summary table detailing the % EDD compliance per day, week or month as selected for each ward or Ward Group. **All wards or Ward Groups "Ave % Compliance" comparison graph:** A graph comparing the %EDD compliance of all wards of Ward Groups selected. **Individual ward ">95% Compliance" graph:** A graph displaying the %EDD compliance for each ward or Ward Group against the > 95% compliance.
Report Prompts – mandatory unless otherwise stated	**Wards:** The ward(s) the user wants to run the report for. All Wards display within the selected facility the user has access to. **Ward Groups:** The Ward Group(s) the user wants to run the report for. **Snapshot time:** Daily Weekly Monthly
Report Sort Order	**1st Sort:** Alphabetically by Ward Code **2nd Sort:** Chronologically by Date
Alerts	The report will highlight per Ward or Ward Group all days, weeks of months where the Avg. % Pts with LOS > 24hrs & Clinician Defined EDD" cell is "> 95% compliance" in the selected reporting period.
Business Rules	Excludes wards flagged as "Designated ED" and "Day Only" (also excludes them from the Ward Group calculations). Excludes patients in virtual beds i.e. beds flagged as Well Baby, On Leave or Boarder.

Figure 10: Clinician Defined EDD Compliance by Ward – Summary table Layout

Clinician Defined EDD Compliance by Ward

Daily Snapshot for the Period 22/11/2013 to 28/11/2013

- Avg. % Pts with LOS > 24hrs & Clinician Defined EDD by Wards

Ward Code and Description	22/11/13 Friday	23/11/13 Saturday	24/11/13 Sunday	25/11/13 Monday	26/11/13 Tuesday	27/11/13 Wednesday	28/11/13 Thursday
ASU - ASU Acute stroke	100.0	94.4	69.2	82.0	87.3	100.0	100.0
ETW - ETW East Wing MH	89.2	85.0	84.3	85.0	89.9	88.9	88.8
ICU - ICU	13.7	16.3	19.2	18.0	23.2	24.7	30.8
MAT - MAT	0.0	0.0	0.0	0.0	0.0	0.0	0.0
NUR - NUR	0.0	0.0	0.0	0.0	0.0	0.0	0.0
ORT - orthopaedics	75.8	53.2	43.3	74.1	96.7	99.6	100.0
OS - OS theatres	25.0	0.0	0.0	0.0	100.0	100.0	0.0
PECC - PECC	100.0	100.0	100.0	100.0	100.0	100.0	96.0
PGU - PGU	100.0	100.0	100.0	100.0	100.0	100.0	100.0
SCN - SC Nursery	0.0	0.0	0.0	0.0	0.0	0.0	0.0
SW4 - SW4 surgical	88.5	68.0	45.6	69.9	91.0	94.3	100.0
SW5 - SW5	94.4	77.7	63.3	82.0	99.0	92.6	97.9
TU - TU Transit Unit	50.0	0.0	0.0	58.8	100.0	100.0	100.0

>=95% Compliance

Table 19: Clinician Defined EDD compliance by Ward – Summary table Data Elements

Field	Format	Definition	Rules/Calculations
Date	Date	Date range for the report.	Displays differently depending on whether a daily, weekly or monthly snapshot is selected: • Daily: Up to 31 days of daily snapshots per table. • Weekly: Up to 12 calendar weeks of daily snapshots per table. • Monthly: Up to 12 calendar month of daily snapshots per table.
Ward Code and Description	Text	Code and description of the ward the data relates to if the user selected "Ward".	N/A
Ward Group	Text	Name of the Ward Group the data relates to if the user selected "Ward Group".	N/A
Avg. % Pts with LOS > 24hrs & Clinician Defined EDD	Percentage	The Avg. % of patients for the given facility with LOS > 24hrs and a clinician defined EDD.	(Avg. No. Pts with LOS > 24hrs & Clinician Defined EDD / Avg. No. Pts with LOS > 24hrs) x 100 Data excludes: • Wards flagged as Day Only OR Designated ED • Patients in virtual Beds (i.e. Well Babies, Boarder and Leave)

Figure 11: Clinician Defined EDD Compliance by Ward - All wards or Ward Groups "Avg % Compliance" Comparison Graph Layout
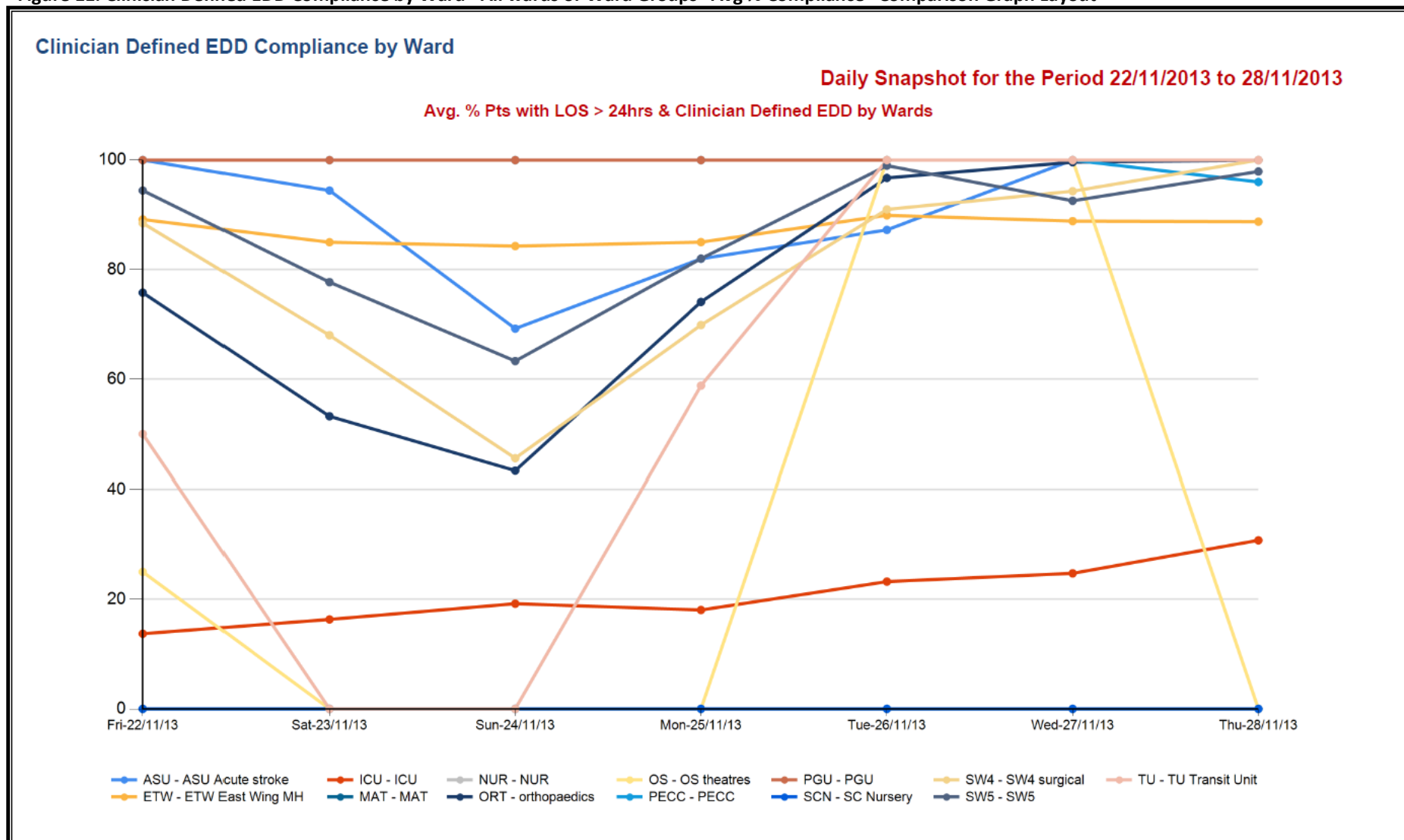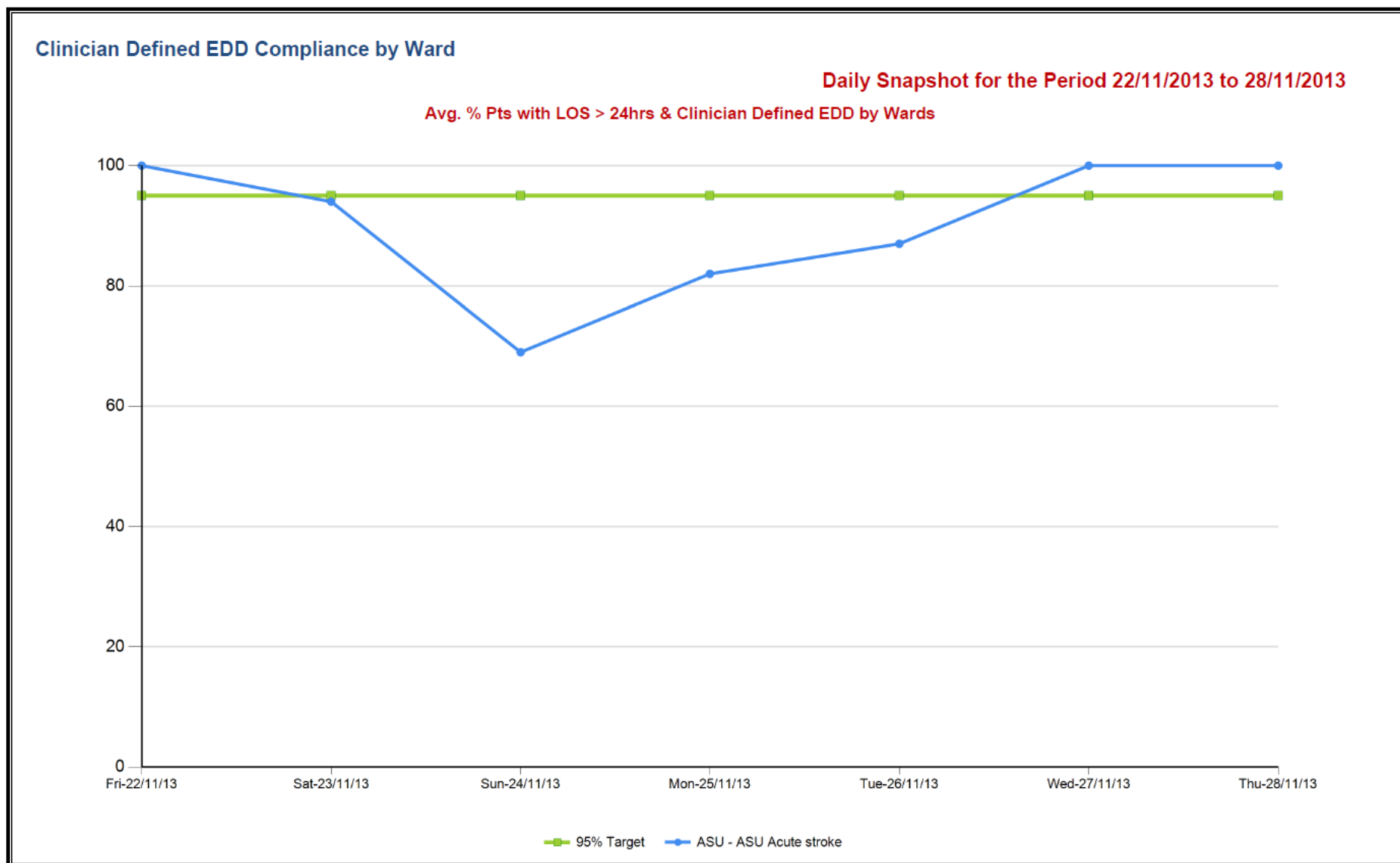
Figure 12: Clinician Defined EDD Compliance by Ward – Individual ward ">95% Compliance" Graph Layout

Table 20: Clinician Defined EDD Compliance by Ward Graphs - Data Elements

Field	Format	Definition	Rules/Calculations
X –axis	Date	Dates within the reporting period in chronological order (left to right).	Graph displays differently depending on whether a daily, weekly or monthly snapshot is selected: • Daily: Up to 31 days of daily snapshots per graph. Displays date • Weekly: Up to 12 calendar weeks of weekly snapshots per graph. Displays the date range for the week • Monthly: Up to 12 calendar months of daily snapshots per graph. • Displays the month and year
Y-axis	Percentage	% values from 0 – 100. Line displays for 95% target on Sub report 3 only.	N/A
Plot area	Line	The % of patients with LOS > 24hrs & clinician defined EDD as a line graph with data points for each day	N/A
Legend	Coloured line with text	Line colour used for each Ward or Ward Group and the Ward code and description or Ward Group name.	N/A

3.2 Ward Activity

Table 21: Ward Activity Overview

Report Title	Ward Activity
Report Definition	Provides summarised count of patient activity for each ward, ward type and ward group within a facility based on a user defined date range.
Report Use	Allows Patient Flow Managers, Clinical Managers, Nurse Unit Mangers and Hospital Executives to monitor activity at a ward level to better understand and plan for future activity.
Report Data Source	PFP
User Access	All Users except Ambulance User
Report Format	PDF only
Sub reports	Produces three sub reports: **Ward Activity:** A breakdown of patient activity by each ward (displays for ALL wards at the selected facility or facilities). **Ward Group Activity:** A breakdown of patient activity by each Ward Group (displays for ALL Wards Groups at the selected facility or facilities). **Ward Type Activity:** A breakdown of patient activity by each Ward Type (displays for ALL Wards Types at the selected facility or facilities).
Report Prompts – mandatory unless otherwise stated	**Facilities:** The facility or facilities the user wants to run the report for. Facilities available for selection depends on the user's access rights. **From Date** (default = Today): The start date for the report. **To Date** (default = Today): The end date for the report.
Report Sort Order	Alphabetically by Ward Code, Ward Group and Ward Type within the corresponding sub report.
Alerts	N/A
Business Rules	N/A

Figure 13: Ward Activity - Layout

Ward Activity

For the Period 01/08/2013 to 31/10/2013

Ward Activity	Activity		
	01/08/2013 - 31/10/2013		
Ward Code and Description	Transfers IN	Transfers OUT	Total
3E - 3E (ED accessible)	371	370	741
3EANX - 3E Annex	50	50	100
4E - 4E Surgical (ED accessible)	530	533	1063
4W - 4W (ED accessible)	394	395	789
B4 - B4 (ED accessible)	488	499	987
B7 - B7 (ED accessible)	272	270	542
B8 - B8 (ED accessible)	432	432	864
BU - Birthing Unit	735	731	1466
C2 - C2	900	907	1807
C3 - C3 (ED accessible)	532	533	1065
C4 - C4 (ED accessible)	618	615	1233
C6 - C6	333	334	667
C7 - C7 (ED accessible)	325	325	650
CCUWH - Coronary Care Unit (ED accessible)	274	275	549
CDC - Cardiac Diagnostic Centre	861	861	1722
CDUW - Clinical Decision Unit			
CPWH - Chest Pain Assessment Unit (ED accessible)	101	102	203

Figure 14: Ward Activity – Ward Group Layout

Ward Activity

For the Period 01/08/2013 to 31/10/2013

Ward Group Activity	Activity		
	01/08/2013 - 31/10/2013		
Ward Group	Transfers IN	Transfers OUT	Total
Medical ward	5071	5074	10145
Obstetric ward	1635	1638	3273
Paediatric ward	1012	1018	2030
Surgical Wards	1999	2002	4001

Figure 15: Ward Activity - Ward Type Layout

Table 22: Ward Activity - Data Elements

Field	Format	Definition	Rules/Calculations
Ward	Alphanumeric	The Ward code and Description within the selected facility.	N/A
Ward Group	Alphanumeric	The Ward Group name which has wards assigned to it within the selected facility.	As defined in the Bed Management Admin module of PFP.
Ward Type	Alphanumeric	The Ward Type which have Wards assigned to it for the selected facility.	As defined in the Bed Management Admin module of PFP.
Activity	DD/MM/YYYY	Date range for the report as defined by the user and displayed as: DD/MM/YYYY – DD/MM/YYYY	The period of Activity is repeated on each Ward, Ward Group and Ward Type sub reports.
Transfers IN	Numeric	The number of patients that have been **admitted** or t**ransferred** into the Ward, Ward Type and Ward Group for the defined date range.	Count of patients admitted or transferred into the Ward, Ward Group or Ward Type.
Transfers OUT	Numeric	The number of patients that have been **discharged** or **transferred** out of the Ward, Ward Type and Ward Group for the defined date range.	Count of patients discharged or transferred out of the Ward, Ward Group or Ward Type.
TOTAL	Numeric	The total number of patients that have been transferred into and out of each respective ward, ward type and ward group for the defined date range.	Sum of the number of Transfer IN and Transfer OUT of the given Ward, Ward Group or Ward Type.

3.3 Ward Activity Snapshot

Table 23: Ward Activity Snapshot Overview

Report Title	Ward Activity Snapshot
Report Definition	Provides summarised count of patient activity for each ward, ward type and ward group within a facility based on a daily, weekly or monthly snapshot.
Report Use	Allows Patient Flow Managers, Clinical Managers, Nurse Unit Mangers and Hospital Executives to monitor activity at a ward level to better understand and plan for future activity.
Report Data Source	PFP
User Access	All Users except Ambulance User
Report Format	PDF only
Sub reports	Produces three sub reports: **Ward Activity:** A breakdown of patient activity by each ward (displays for ALL wards at the selected facility or facilities). **Ward Group Activity:** A breakdown of patient activity by each Ward Group (displays for ALL Wards Groups at the selected facility or facilities). **Ward Type Activity:** A breakdown of patient activity by each Ward Type (displays for ALL Wards Types at the selected facility or facilities).
Report Prompts – mandatory unless otherwise stated	**Facilities:** The facility or facilities the user wants to run the report for. Facilities available for selection depends on the user's access rights. **Snapshot time:** Daily Weekly Monthly
Report Sort Order	**1st Sort**: Chronologically by Date **2nd Sort**: Alphabetically by Ward Code, Ward Group and Ward Type within the corresponding sub report.
Alerts	N/A
Business Rules	N/A

Figure 16: Ward Activity Snapshot – Ward Activity Layout

Ward Activity Snapshot

Ward Activity

Daily Snapshot for the Period 01/10/2013 to 30/10/2(

Ward Code and Description	01/10/13 IN	01/10/13 OUT	02/10/13 IN	02/10/13 OUT	03/10/13 IN	03/10/13 OUT	04/10/13 IN	04/10/13 OUT	05/10/13 IN	05/10/13 OUT	06/10/13 IN	06/10/13 OUT	07/10/13 IN	07/10/13 OUT	08/10/13 IN	08/10/13 OUT	09/10/13 IN	09/10/13 OUT	10/10/13 IN	10/10/13 OUT	11/10/13 IN	11/10/13 OUT
3E - 3E (ED accessible)	5	5	4	3	7	7	4	7	6	4	2	1	2	2	6	6	4	4	4	6	4	3
3EANX - 3E Annex	1	1	1	1													1	1	1	1		
4E - 4E Surgical (ED accessible)	6	6	5	5	11	13	8	8	11	11	6	6	6	6	7	6	6	6	5	7	6	5
4W - 4W (ED accessible)	7	6	6	6	5	5			2	3	1	1	4	3	5	8	9	7	5	5	5	5
B4 - B4 (ED accessible)	2	3	5	4	3	5	6	8	6	2	6	6	7	7	5	6	4	3	4	3	3	4
B7 - B7 (ED accessible)	6	6	3	3	4	4	3	4	2	1	2	2	2	2	3	4	7	7	3	4	6	4
B8 - B8 (ED accessible)	6	11	9	5	9	11	4	9	6|		2	3	4	2	8	9	4	4	5	6	8	6
BU - Birthing Unit	8	7	10	6	10	11	10	13	7	7	3	3	7	8	7	9	10	6	9	9	12	10
C2 - C2	9	11	9	9	15	10	16	14	6	8	2	7	9	8	16	16	7	10	9	5	10	11
C3 - C3 (ED accessible)	13	13	6	6	6	6	7	12	8	5	3	1	2	2	9	9	4	4	9	9	10	11
C4 - C4 (ED accessible)	6	5	7	8	10	11	10	9	4	4	5	4	3	3	6	6	8	11	7	7	8	8
C6 - C6	6	5	1	1	2	2	8	8	1	1			1	1	2	2	5	5			5	7
C7 - C7 (ED accessible)	1	4	8	5	5	6	4	6	2		1			1	7	6	3	3	4	5	8	8
CCUWH - Coronary Care Unit (ED accessible)	7	5	3	3	4	5	6	6	3	3	1	1	1		1	4	1	1	7	5	4	5
CDC - Cardiac Diagnostic Centre	17	17	16	16	15	15	15	15							13	13	11	11	10	10	13	12
CDUW - Clinical Decision Unit																						

Figure 17: Ward Activity Snapshot – Ward Group Layout

Ward Activity Snapshot

Ward Group Activity

Daily Snapshot for the Period 01/10/2013 to 30/10/2013

Ward Group	01/10/13 IN	01/10/13 OUT	02/10/13 IN	02/10/13 OUT	03/10/13 IN	03/10/13 OUT	04/10/13 IN	04/10/13 OUT	05/10/13 IN	05/10/13 OUT	06/10/13 IN	06/10/13 OUT	07/10/13 IN	07/10/13 OUT	08/10/13 IN	08/10/13 OUT	09/10/13 IN	09/10/13 OUT	10/10/13 IN	10/10/13 OUT	11/10/13 IN	11/10/13 OUT
Medical ward	80	86	58	56	64	69	72	86	46	36	29	20	30	24	62	72	66	65	62	71	79	79
Obstetric ward	17	18	19	15	25	21	26	27	13	15	5	10	16	16	23	25	17	16	18	14	22	21
Paediatric ward	13	13	12	12	16	14	16	18	6	11	8	11	4	3	17	5	9	14	14	10	22	26
Surgical Wards	25	26	22	20	30	33	25	30	28	23	17	18	27	27	31	32	30	26	22	25	24	25

Figure 18: Ward Activity Snapshot – Ward Type Layout

Ward Activity Snapshot

Ward Type Activity

Daily Snapshot for the Period 01/10/2013 to 30/10/2013

Ward Type	01/10/13 IN	01/10/13 OUT	02/10/13 IN	02/10/13 OUT	03/10/13 IN	03/10/13 OUT	04/10/13 IN	04/10/13 OUT	05/10/13 IN	05/10/13 OUT	06/10/13 IN	06/10/13 OUT	07/10/13 IN	07/10/13 OUT	08/10/13 IN	08/10/13 OUT	09/10/13 IN	09/10/13 OUT	10/10/13 IN	10/10/13 OUT	11/10/13 IN	11/10/13 OUT
Aged Care	6	6	3	3	4	4	3	4	2	1	2	2	2	2	3	4	7	7	3	4	6	4
Emergency	96	98	97	99	101	97	95	96	96	102	109	106	116	110	84	91	97	102	110	99	118	122
Hospital In The Home	2	2	4	1	6	5	4	5			3	1	1	2	4	10	3	2	5	4	5	6
Medical	85	93	83	79	82	85	82	98	67	54	23	15	53	52	80	84	72	76	79	83	93	93
Mental Health	4	2	3	4			2	6	2		4			1	5	7	7	8	2	5	2	4
Neurosciences	6	5	2	2	4	4	2	4	3	1	1	1	3	3	3	5	6	4	3	4	3	2
Obstetrics	17	18	19	15	25	21	26	27	13	15	5	10	16	16	23	25	17	16	18	14	22	21
Paediatrics	13	13	12	12	16	14	16	18	6	11	8	11	4	3	17	5	9	14	14	10	22	26
Rehabilitation	6	5	1	1	2	2	8	8	1	1			1	1	2	2	5	5			5	7
Surgery	24	25	29	27	43	47	26	31	29	22	26	26	25	24	31	34	40	38	29	32	28	26

Table 24: Ward Activity Snapshot - Data Elements

Field	Format	Definition	Rules/Calculations
Ward	Alphanumeric	The Ward code and Description within the selected facility.	N/A
Ward Group	Alphanumeric	The Ward Group name which has wards assigned to it within the selected facility.	As defined in the Bed Management Admin module of the PFP.
Ward Type	Alphanumeric	The Ward Type which have Wards assigned to it for the selected facility.	As defined in the Bed Management Admin module of the PFP.
Activity	DD/MM/YY	Date range for the report as defined by the user and displayed as: DD/MM/YY – if Daily Snapshot selected DD/MM/YY to DD/MM/YY – if Weekly snapshot selected MMM-YYYY – if Monthly snapshot selected	The period of Activity is repeated on each Ward, Ward Group and Ward Type sub reports.
Transfers IN	Numeric	The number of patients that have been **admitted** or **transferred** into the Ward, Ward Type and Ward Group for the snapshot period.	Count of patients admitted or transferred into the Ward, Ward Group or Ward Type.
Transfers OUT	Numeric	The number of patients that have been **discharged** or **transferred** out of the Ward, Ward Type and Ward Group for the snapshot period.	Count of patients discharged or transferred out of the Ward, Ward Group or Ward Type.
TOTAL	Numeric	The total number of patients that have been transferred into and out of each respective ward, ward type and ward group for the snapshot period.	Sum of the number of Transfer IN and Transfer OUT of the given Ward, Ward Group or Ward Type.

3.4 Ward Occupancy

Table 25: Ward Occupancy Overview

Report Title	Ward Occupancy
Report Definition	Provides average occupancy for wards or ward groups based on a daily, weekly or monthly snapshot as defined by the user.
Report Use	Reporting on occupancy for specific wards or ward groups (e.g. Occupancy for medical wards or surgical wards).
Report Data Source	PFP
User Access	All Users except Ambulance User
Report Format	PDF (default) and Excel
Report Prompts – mandatory unless otherwise stated	**Wards:** The ward or wards the user wants to run the report for. All Wards display within the selected facility the user has access to. **Ward Groups:** The Ward Group or Ward Groups the user wants to run the report for. **Snapshot time:** Daily Weekly Monthly
Report Sort Order	**1st Sort**: Chronologically by Date **2nd Sort**: Alphabetically by Ward Code or Ward Group.
Alerts	The report will highlight in red the day, week or month with the highest occupancy in the reporting period.
Business Rules	N/A

Figure 19: Ward Occupancy - Layout

Ward Occupancy

Daily Snapshot for the Perio

Average Occupancy % by Wards

Ward Code and Description	11/11/13 Monday	12/11/13 Tuesday	13/11/13 Wednesday	14/11/13 Thursday	15/11/13 Friday	16/11/13 Saturday	17/11/13 Sunday	Avg. (By Ward)
23HR - 23hr Peri-op (ED Accessible Ward)	94.7	99.6	88.3	84.6	50.5	0.0	0.0	59.7
AGEP5 - AACE Unit (ED Accessible Ward)	100.0	97.2	100.0	100.0	100.0	100.0	100.0	99.6
AGEP6 - Aged Care P6 (ED Accessible Ward)	79.0	75.0	73.8	71.8	71.2	72.4	79.2	74.6
AREH - Aged Care Rehab	92.9	87.3	88.2	88.2	90.4	94.1	94.1	90.8
Cardiac_MAU - Cardiology MAU (ED Accessible Ward)	79.2	72.9	79.2	53.1	59.4	44.8	53.1	63.1
CARDIO - Cardiology 3N (ED Accessible Ward)	78.2	69.9	82.2	81.8	68.8	71.0	78.2	75.7
CARDIOTHOR - Cardiothoracic 3S (ED Accessible Ward)	91.1	77.4	80.1	106.0	104.5	100.0	95.2	93.5
CCU - CCU (ED Accessible Ward)	74.9	83.3	88.4	86.1	95.0	127.1	100.0	93.6
CORRECTIONS - Corrections 9E	62.5	71.4	65.5	78.6	76.2	71.4	71.4	71.0
CTICU - CTICU	80.2	119.8	109.4	87.5	80.2	100.0	100.0	96.7
Geriatrics_MAU - Aged Care MAU (ED Accessible Ward)	102.1	100.0	69.4	81.9	43.8	37.5	33.3	66.9
HAEM - Haematology P10W (ED Accessible Ward)	97.1	108.3	101.7	111.3	113.8	92.9	83.8	101.3
HITH - HITH	70.0	67.5	69.5	62.4	57.5	53.0	47.3	61.0
ICU - ICU/HDU (ED Accessible Ward)	106.1	107.6	102.0	100.0	92.9	102.5	95.1	100.9
MHICU - MHICU	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Table 26: Ward Occupancy - Data Elements

Field	Format	Definition	Rules/Calculations
Ward Code and Description	Alphanumeric	The Ward code and Description within the selected facility.	If the ward is an ED Accessible ward this will display as "*Ward code – Ward description (ED Accessible)*" Excludes wards flagged as "Day Only" and "Designated ED".
Ward Group	Alphanumeric	The Ward Group name which has wards assigned to it within the selected facility.	As defined in the Bed Management Admin module of PFP.
Snapshot Date	DD/MM/YY	Date range for the report as defined by the user and displayed as: DD/MM/YY – if Daily Snapshot selected DD/MM/YY to DD/MM/YY – if Weekly snapshot selected MMM-YY – if Monthly snapshot selected	N/A
Average Occupancy	Percentage	Average occupancy for the given time period.	(Count of patients in the given time period / Count of available beds in the given time period) x 100
Avg. (By Ward)	Numeric (%)	Average occupancy per ward based on the snapshots for the given reporting period.	Sum of average occupancy for snapshot / Number of snapshots

3.5 Ward Patient Lists

Table 27: Ward Patient Lists Overview

Report Title	Ward Patients Lists
Report Definition	Provides users with the ability to select one or many wards or ward groups in a facility to obtain a snapshot of the patients in those wards or ward groups and the number of available beds.
Report Use	To be used as a contemporary carry around list of patients and available beds for multiple wards within one facility.
Report Data Source	PFP
User Access	All Users except Ambulance User
Report Format	PDF (default) and Excel
Report Prompts – mandatory unless otherwise stated	**Wards:** The ward or wards the user wants to run the report for. All Wards display within the selected facility the user has access to.
Report Sort Order	**1st Sort**: Alphabetically by Ward Code **2nd Sort**: Numerically/Alphabetically by Bed Number
Alerts	N/A
Business Rules	Blank lines will display at the end of each ward list with the number of empty lines corresponding to the number of empty available beds in the ward.

Figure 20: Ward Patient Lists - Layout

Ward Patient Lists

Ward: H1 - H1 Paediatric Medicine (ED Accessible)

Ward Profile: Patients / Beds

Capacity: **14 / 24**	Open: **14 / 24**	Available: **14 / 24**
Unavailable: **0 / 0**	Surge: **0 / 0**	Closed: **0 / 0**

Bed	Patient ID	Patient Name	Gender	Medical Officer	Specialty	Admission Date/Time	EDD	Age	WLOS	HLOS	Financial Status
01-H1-JHH			F		Paediatric Respiratory	18/10/13 05:55	19/11/2013	1 mths	6	32	Public
02-H1-JHH			F		Paediatrics	16/11/13 15:08	23/11/2013	5 mths	3	3	Public
04-H1-JHH			M		Paediatrics	17/11/13 17:47	25/11/2013	3 mths	1	2	Chargeable
07-H1-JHH			F		Paediatrics	18/11/13 17:38	25/11/2013	5 yrs	1	1	Chargeable
08-H1-JHH			M		Paediatric Respiratory	30/05/13 06:45	06/12/2013	3 yrs	146	173	Public
09-H1-JHH			F		Paediatrics	18/11/13 16:10	25/11/2013	9 mths	1	1	Public
10-H1-JHH			M		Paediatrics	17/11/13 14:10	24/11/2013	6 yrs	2	2	Chargeable
13-H1-JHH			M		Paediatrics	18/11/13 18:35	25/11/2013	3 yrs	1	1	Public
17-H1-JHH			M		Paediatric Endocrinology	18/11/13 17:04	27/11/2013	12 yrs	1	1	Public
18-H1-JHH			M		Paediatric Endocrinology	18/11/13 11:04	21/11/2013	11 yrs	1	1	Public
20-H1-JHH			F		Paediatric Orthopaedics	30/10/13 18:55	07/12/2013	2 mths	20	20	Chargeable
21-H1-JHH			M		Paediatric Respiratory	10/11/13 15:13	21/11/2013	7 yrs	9	9	Public
22-H1-JHH			F		Paediatric Immunology	12/11/13 17:10	18/11/2013	8 yrs	7	7	Chargeable
24-H1-JHH			M		Paediatric Neurology	28/10/13 21:06	15/11/2013	7 yrs	4	22	Public

Table 28: Ward Patient Lists – Data Elements

Field	Format	Definition	Rules/Calculations
Ward Profile	Table	Displays a summary of the ward profile.	Capacity: X/Y Open: X/Y Available: X/Y Unavailable: X /Y Surge: X/Y Closed: X/Y Where: X = Number of patients occupying beds of the given status Y = Number of beds of the given status
Ward Code and Description	Alphanumeric	The Ward code and Description within the selected facility.	Only displays as a column on the report if Ward Group has been selected.
ED Accessible	Alphanumeric	Indicates whether the ward is ED Accessible or not.	Only displays when Ward Groups is selected and displays a "Y" if the ward is ED Accessible or an "N" if the ward is not ED Accessible.
Bed	Alphanumeric	Number of the bed the patient is in.	N/A
Patient ID	Alphanumeric	Patient's UID or MRN depending on the LHD.	N/A
Patient Name	Alphanumeric	Patient's name.	Displays as Surname, First Name Displays on PDF only
Surname	Alphanumeric	Patients Surname.	Displays on Excel only
First Name	Alphanumeric	Patient's First Name.	Displays on Excel only
Gender	Alphanumeric	Patient's Gender.	Displays as M = Male, F = Female
Medical Officer	Alphanumeric	Patient's AMO.	N/A
Specialty	Alphanumeric	Specialty patient is currently admitted under.	N/A
Admission Date/Time	DD/MM/YY hh:mm	Patient's admission date/time.	N/A
EDD	DD/MM/YYYY	Patient's EDD.	Displays in the corresponding colour as on the Patient Mode in PFP. Displays with a bold border if the EDD was auto-generated.
Age	Numeric	Patient's age.	N/A
WLOS	Numeric	Patient's LOS in the given ward.	N/A
HLOS	Numeric	Patient's total LOS in the facility.	N/A
Financial Status	Alphanumeric	Patient's Financial Status.	N/A
Financial Description	Alphanumeric	Patient's Financial Description.	Displays on Excel only
DOB	DD/MM/YYYY	Patient's Date of Birth.	Displays on Excel only
WFW	Alphanumeric	Open Waiting for What Reasons recorded against the patient.	Displays on Excel only
Admission Reason	Alphanumeric	Patient's reason for admission.	Displays on Excel only
Admission Risk	Alphanumeric	Admission Risks the patient has met the criteria for.	Displays on Excel only

3.6 Ward Profile

Table 29: Ward Profile Overview

Report Title	Ward Profile
Report Definition	Provides a view of the following for each hour of the day: • Number of available, open, surge, unavailable and closed beds in a ward based on the Ward Profile / Schedule setup in PFP. • Number of patients occupying available, open, surge, unavailable and closed beds in a ward. • Number of patients over capacity in a ward. • ED Accessible Bed Occupancy or Total Occupancy % depending on whether the ward is ED Accessible.
Report Use	Allows Patient Flow Managers, Clinical Managers, and Hospital Executives to monitor hospital activity to understand the current situation and plan for future activity.
Report Data Source	PFP
User Access	All Users except Ambulance User
Report Format	PDF (default) and Excel
Report Prompts – mandatory unless otherwise stated	**Wards:** The ward(s) the user wants to run the report for. All Wards display within the selected facility the user has access to. **From Date** (default = Today): The start date for the report. **To Date** (default = Today): The end date for the report.
Report Sort Order	**1st Sort**: Alphabetically by Ward Code **2nd Sort**: Chronologically by Date
Alerts	N/A
Business Rules	N/A

Ward Profile

For the Period 10/11/2013 to 19/11/2013

MATUNIT - Maternity Unit (ED Accessible)

Date (Day)	Indicator	00:00	01:00	02:00	03:00	04:00	05:00	06:00	07:00	08:00	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00	Avg.
14/11/2013 (Thursday)	Total Capacity (Beds)	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25
	Total # of Patients	13	13	13	13	13	13	13	13	14	15	15	15	15	15	13	12	12	13	13	13	14	15	15	16	14
	Available Beds	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11
	Patients in Available Beds	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11
	Unavailable Beds																									
	Patients in Unavailable Beds																									
	Surge Beds	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7
	Patients in Surge Beds	2	2	2	2	2	2	2	2	3	4	4	4	4	4	2	1	1	2	2	2	3	4	4	5	3
	Open Beds	18	18	18	18	18	18	18	18	18	18	18	18	18	18	18	18	18	18	18	18	18	18	18	18	18
	Patients in Open Beds	13	13	13	13	13	13	13	13	14	15	15	15	15	15	13	12	12	13	13	13	14	15	15	16	14
	Closed Beds	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7
	Patients in Closed Beds																									
	Occupancy (%)	118.2	118.2	118.2	118.2	118.2	118.2	118.2	118.2	127.3	136.4	136.4	136.4	136.4	136.4	118.2	109.1	109.1	118.2	118.2	118.2	127.3	136.4	136.4	145.5	124.6
	Patients Over Capacity																									
15/11/2013 (Friday)	Total Capacity (Beds)	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25
	Total # of Patients	17	16	16	16	16	17	17	18	18	19	20	20	20	20	19	18	19	19	20	19	19	16	16	17	18
	Available Beds	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11
	Patients in Available Beds	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11
	Unavailable Beds																									
	Patients in Unavailable Beds																									
	Surge Beds	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7
	Patients in Surge Beds	6	5	5	5	5	6	6	7	7	7	7	7	7	7	7	7	7	7	7	7	7	5	5	6	6
	Open Beds	18	18	18	18	18	18	18	18	18	18	18	18	18	18	18	18	18	18	18	18	18	18	18	18	18
	Patients in Open Beds	17	16	16	16	16	17	17	18	18	18	18	18	18	18	18	18	18	18	18	18	18	16	16	17	17
	Closed Beds	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7
	Patients in Closed Beds										1	2	2	2	2	1		1	1	2	1	1				1
	Occupancy (%)	154.5	145.5	145.5	145.5	145.5	154.5	154.5	163.6	163.6	172.7	181.8	181.8	181.8	181.8	172.7	163.6	172.7	172.7	181.8	172.7	172.7	145.5	145.5	154.5	163.6
	Patients Over Capacity																									

Table 30: Ward Profile - Data Elements

Field	Format	Definition	Rules/Calculations
Ward Code and Description	Alphanumeric	The Ward code and Description within the selected facility.	If the ward is an ED Accessible ward this will display as *"Ward code – Ward description (ED Accessible)"* If the ward is Day Only ward this will display as *"Ward code – Ward description (Day Only)"* If the ward is Designated ED ward this will display as *"Ward code – Ward description (Designated ED)"*
Date	DD/MM/YYYY	The date the rows of data apply to.	N/A
Snapshot Time	hh:00	The hour applicable to the counts and occupancy.	N/A
Total Capacity (Beds)	Numeric	Number of all open, unavailable and closed beds in the wards at the given hour.	Sum of (Available + Unavailable + Surge + Closed) beds in the ward at the snapshot time.
Total # of patients	Numeric	Number of patients in the ward at the given hour.	Count of patients in ward at the snapshot time. Excludes patients in beds flagged as Boarder, Lodger or Well Baby.
Available Beds	Numeric	Number of Available beds in the ward at the given hour.	Count of Available beds in ward at the snapshot time.
Patients in Available beds	Numeric	Number of occupied Available beds in the ward at the given hour.	Count of Available beds in the ward occupied by a patient at the snapshot time.
Unavailable beds	Numeric	Number of Unavailable beds in the ward at the given hour.	Count of Unavailable beds in ward at the snapshot time.
Patients in Unavailable beds	Numeric	Number of occupied Unavailable beds in the ward at the given hour.	Count of Unavailable beds in the ward occupied by a patient at the snapshot time.
Surge beds	Numeric	Number of Surge beds in the ward at the given hour.	Count of Surge beds in ward at the snapshot time.
Patients in Surge beds	Numeric	Number of occupied Surge beds in the ward at the given hour.	Count of Surge beds in the ward occupied by a patient at the snapshot time.
Open Beds	Numeric	Number of Open (Available + Surge) beds in the ward at the given hour.	Count of Open beds in ward at the snapshot time.
Patients in Open beds	Numeric	Number of occupied Open (Available + Surge) beds in the ward at the given hour.	Count of Open beds in the ward occupied by a patient at the snapshot time.
Closed beds	Numeric	Number of Closed beds in the ward at the given hour.	Count of Closed beds in ward at the snapshot time.
Patients in Closed Beds	Numeric	Number of occupied Closed beds in the ward at the given hour.	Count of Closed beds in the ward occupied by a patient at the snapshot time.
Occupancy (%)	Percentage	% Occupancy of Available beds in the ward at the given hour.	(Total # of patients/Available Beds) * 100 Excludes patients in beds flagged as Boarder, Lodger or Well Baby.
Patients in Over Capacity	Numeric	Number of patients in which the ward is over capacity.	Count of patients in ward at the snapshot time – Total Capacity
Avg.	Numeric	Average of each data item for each day.	Sum the data item for each hour / number of snapshots

3.7 Ward Setup

Table 31: Ward Setup Overview

Report Title	Ward Setup
Report Definition	Displays the ward setup for each ward in a facility.
Report Use	The Ward Setup allows Patient Flow Administrators and Managers to view how the wards have been setup in their facility in terms of: • Number of ED Accessible beds • Is ward ED Accessible • Is ward Day Only • Is ward Designated ED • Ward Type-Sub Ward Type assigned to the ward • Ward Groups assigned to the ward
Report Data Source	PFP
User Access	Patient Flow Managers, Patient Flow Administrators and LHD Users only
Report Format	Excel only
Report Prompts – mandatory unless otherwise stated	**Facilities:** The facility or facilities the user wants to run the report for. Facilities available for selection depends on the user's access rights.
Report Sort Order	Alphabetically by Ward Description.
Alerts	N/A
Business Rules	N/A

Figure 22: Ward Setup - Layout

Ward Setup

Snapshot - 29/11/13 11:10

Ward Description	Ward Code	Total Beds	ED Accessible Ward	Day Only Ward	Designated ED Ward	Ward Type	Ward Groups
Birthing Suite JHH	BSUITE	4				Obstetrics - No Subtype	
Birthing Suite Nursery JHH	BNURS	4				Obstetrics - No Subtype	
Cardiac Catheter	RNCCATH	8		Y		Medical - Cardiology	
Cardiac Intensive Care Unit	CICU	4				Intensive Care - Cardiothoracic	Critical Care
Coronary Care Unit	CCU	8	Y			Medical - Cardiology	AM Bed Meeting 3rd Group General inpatient wards
Delivery Suite JHH	DSUITE	11				Obstetrics - No Subtype	AM Bed Meeting 1st Group Delivery Suite / Post natal
Delivery Suite Nursery	DNURS	11				Obstetrics - No Subtype	
Dialysis	K1CDX	0		Y		Medical - Dialysis	
Emergency Department JHH	EMERGENCY	36			Y	Emergency - No Subtype	Emergency
Emergency Paediatrics	PAEDEMERG	8			Y	Emergency - No Subtype	Emergency
Emergency Short Stay Unit	ESSU	18			Y	Emergency - EMU / EDSSU	AM Bed Meeting 2nd Group
Endoscopy	RNCEND	8				Medical - No Subtype	
F1 Orthopaedic	F1	32	Y			Surgery - Orthopaedics	AM Bed Meeting 3rd Group General inpatient wards Surgery
F2 Respiratory / Immunology	F2R	32	Y			Medical - Respiratory	AM Bed Meeting 3rd Group General inpatient wards Medicine
F3 Cardiac Surgery / Vascular	F3C	32	Y			Surgery - Cadiothoracic	AM Bed Meeting 3rd Group General inpatient wards Surgery
G1 General Surgery	G1	32	Y			Surgery - General	AM Bed Meeting 3rd Group General inpatient wards Surgery
G2 Neurosciences	G2ASU	32	Y			Medical - Neurology	AM Bed Meeting 3rd Group General inpatient wards Surgery

Table 32: Ward Setup - Data Elements

Field	Format	Definition	Rules/Calculations
Ward description	Alphanumeric	Ward Description.	N/A
Ward code	Alphanumeric	Ward Code.	N/A
Total Beds	Numeric	Displays the total capacity of the ward.	Sum of (Available + Unavailable + Surge + Closed)
ED Accessible Ward	Alphanumeric	Identifies whether the ward is flagged as ED Accessible with a "Y".	Sourced from Bed Management Admin in PFP.
Day Only Ward	Alphanumeric	Identifies whether the ward is flagged as Day Only with a "Y".	Sourced from Bed Management Admin in PFP.
Designated ED	Alphanumeric	Identifies whether the ward is flagged as Designated ED with a "Y'.	Sourced from Bed Management Admin in PFP.
Ward Type	Alphanumeric	Ward Type and Sub Ward Type assigned to the ward.	Sourced from Bed Management Admin in PFP.
Ward Group	Alphanumeric	Ward Groups assigned to the ward	Sourced from Bed Management Admin in PFP.

4.0 SPECIALTY REPORTS

4.1 LOS by Specialty and AMO

Table 33: LOS by Specialty and AMO Overview

Report Title	LOS by Specialty and AMO
Report Definition	Provides an overview of LOS for each Specialty and AMO within a facility at the "Now" date/time. LOS is displayed as: • 0 – 4 days • 5 – 9 days • 10 – 14 days • 15 – 19 days • 20 – 49 days • 50 – 99 days • 99+ days
Report Use	Allows Patient Flow Managers, Clinical Managers, Nurse Unit Mangers, Medical Officers and Hospital Executives to review current inpatient LOS data as of the Care Coordination process.
Report Data Source	PFP
User Access	All Users except Ambulance Users
Report Format	PDF (Default) and Excel
Report Prompts – mandatory unless otherwise stated	**Facilities:** The facility or facilities the user wants to run the report for. Facilities available for selection depends on the user's access rights.
Report Sort Order	**1st Sort:** Alphabetically by Specialty **2nd Sort:** Alphabetically by AMO Surname
Alerts	N/A
Business Rules	N/A

Figure 23: LOS by Specialty and AMO - Layout

LOS by Specialty and AMO

Specialty	AMO	Total LOS	Total No. Patients	Avg.LOS	No. Patients by LOS						
					0-4 days	5-9 days	10-14 days	15-19 days	20-49 days	50-99 days	99+ days
Acute Surgery		1	1	1.0	1	0	0	0	0	0	0
		16	8	2.0	8	0	0	0	0	0	0
	Total	17	9	1.9	9	0	0	0	0	0	0
Cardiac Surgery		20	3	6.7	2	0	1	0	0	0	0
		46	5	9.2	1	2	1	1	0	0	0
		34	3	11.3	0	1	2	0	0	0	0
		1	1	1.0	1	0	0	0	0	0	0
	Total	101	12	8.4	4	3	4	1	0	0	0
Cardiology		0	3	0.0	3	0	0	0	0	0	0
		13	1	13.0	0	0	1	0	0	0	0
		22	11	2.0	10	0	1	0	0	0	0
		38	6	6.3	2	3	1	0	0	0	0
		61	3	20.3	0	0	0	1	2	0	0
		89	19	4.7	16	2	0	0	1	0	0
	Total	223	43	5.2	31	5	3	1	3	0	0
Dermatology		9	1	9.0	0	1	0	0	0	0	0
		6	1	6.0	0	1	0	0	0	0	0
		1	1	1.0	1	0	0	0	0	0	0
	Total	16	3	5.3	1	2	0	0	0	0	0
Ear Nose and Throat		0	3	0.0	3	0	0	0	0	0	0
	Total	0	3	0.0	3	0	0	0	0	0	0
Emergency Medicine		9	3	3.0	2	1	0	0	0	0	0
		1	1	1.0	1	0	0	0	0	0	0
		0	2	0.0	2	0	0	0	0	0	0
		1	1	1.0	1	0	0	0	0	0	0
	Total	11	7	1.6	6	1	0	0	0	0	0

Table 34: LOS by Specialty and AMO - Data Elements

Field	Format	Definition	Rules/Calculations
Specialty	Alphanumeric	Specialty in the facility that currently has patients admitted into it.	Displays the Specialty Description unless not available then the Specialty Code displays.
AMO	Alphanumeric	Name of the AMO with patients admitted under them for the given specialty.	Displays as Surname, First name
Total LOS	Numeric	Total LOS of all patients admitted under the given Specialty and AMO.	Sum of LOS for all patients admitted under the given Specialty and AMO.
Total No. Patients	Numeric	Total number of patients admitted under the given Specialty and AMO.	Count of number of patients admitted under the given Specialty and AMO.
Avg. LOS	Numeric	Average LOS for patients admitted under the given Specialty and AMO.	Total No. Patients/Total LOS admitted under the given Specialty and AMO.
No. Patients by LOS	Numeric	Number of patients per LOS breakdown admitted under the given Specialty and AMO.	Count of number of patients per LOS breakdown.

4.2 Predicted Admissions via ED by Specialty

Table 35: Predicted Admissions via ED by Specialty Overview

Report Title	Predicted Admissions via ED by Specialty
Report Definition	Displays the number of predicted admissions for the next 14 days via ED to an inpatient overnight bed by clinical specialty. i.e. Historical count of admitted patients in ward/s flagged as "Emergency" in the PFP where AMO specialty is not ED.
Report Use	The Predictive Admissions via ED by Specialty report is designed to assist with capacity and demand planning by predicting the unplanned admissions via ED by each clinical specialty. This is achieved by providing granular data by clinical specialty so that patient flow managers and department heads can use, in a user friendly, easily accessible format to communicate clinical specialty patient flow trends for the next 14 days.
Report Data Source	PFP
User Access	All Users except Ambulance Users
Report Format	Excel only
Report Prompts – mandatory unless otherwise stated	**Facilities:** The facility or facilities the user wants to run the report for. Facilities available for selection depends on the user's access rights.
Report Sort Order	**1st Sort:** Alphabetically by Specialty **2nd Sort:** Chronologically Date
Alerts	N/A
Business Rules	N/A

Figure 24: Predicted Admissions via ED by Specialty - Layout

Table 36: Predicted Admissions via ED by Specialty - Data Elements

Field	Format	Definition	Rules/Calculations
Specialty	Alphanumeric	Specialty Description.	Displays the Specialty Description unless not available then the Specialty Code displays.
21 Day Indicator	Numeric	Prediction based on the last 21 days of data for the given specialty.	Count of number of patients admitted to an inpatient ward via a ward flagged as "Designated ED" for each specialty for the last 21 days / 21 Excludes where Specialty = ED
5 Year	Numeric	Prediction based on the last 5 years of data.	Count of number of patients admitted to an inpatient ward via a ward flagged as "Designated ED" for each specialty for the last 5 years on the same number day of the week in a year / 5 Excludes where Specialty = ED Example of same number day of the week is 4th Thursday of the year or the 22nd Friday of the year
3 Month	Numeric	Prediction based on the last 3 months of data.	Count of number of patients admitted to an inpatient ward flagged via a ward flagged as "Designated ED" for each specialty for the last 3 months on a given day of the week / 12 Excludes where Specialty = ED
Total for 3 Month	Numeric	Total number of predictions for the given day based on the 3 month prediction.	Sum value in three month indicator cell for all specialties for the given date. *Note: Value for "Total for 3 month" per day may differ slightly to the value in the Predictive Tool for "3mth Indicator" as the report uses an average calculation by specialty whereas the Predictive Tool is by facility.*

4.3 Specialty Activity

Table 37: Specialty Activity Overview

Report Title	Specialty Activity
Report Definition	Provides a summary of the count of patient activity for each specialty within a facility based on a user defined date range.
Report Use	Allows Patient Flow Managers, Clinical Managers, Medical Officers and Hospital Executives to monitor activity via Specialty to better understand and plan for future activity.
Report Data Source	PFP
User Access	All Users except Ambulance Users
Report Format	PDF (default) and Excel
Report Prompts – mandatory unless otherwise stated	**Facilities:** The facility or facilities the user wants to run the report for. Facilities available for selection depends on the user's access rights. **From Date** (default = Today): The start date for the report. **To Date** (default = Today): The end date for the report.
Report Sort Order	Alphabetically by Specialty
Alerts	N/A
Business Rules	Excludes patients where "New" specialty = "Current" specialty.

Figure 25: Specialty Activity – Summary Layout

Table 38: Specialty Activity - Summary table Data Elements

Field	Format	Definition	Rules/Calculations
Specialty	Alphanumeric	Specialty Description	Displays the Specialty Description unless not available then the Specialty Code displays.
Activity	DD/MM/YYYY	Date range for the report. Displays as DD/MM/YYYY – DD/MM/YYYY	Displays on Summary view only
INTO Specialty	Numeric	Number of patients admitted or transferred into the specialty within the given data range.	Count of patients admitted or transferred into the specialty in the defined date range. Excludes patients where "New" specialty = "Current" specialty.
OUT Specialty	Numeric	Number of patients transferred or discharged out of the specialty within the given data range.	Count of patients transferred or discharged out of the specialty in the defined date range. Excludes patients where "New" specialty = "Previous" specialty.
TOTAL		Total of all transfers and admissions INTO ALL Specialties Sum of all transfers and discharges OUT of ALL Specialties	Sum of all INTO Specialty for the defined date range. Sum of all OUT Specialty for the defined date range.

4.4 Specialty Activity Snapshot

Table 39: Specialty Activity Snapshot Overview

Report Title	Specialty Activity Snapshot
Report Definition	Provides a summary of the count of patient activity for each specialty within a facility based on a daily, weekly or monthly snapshot as defined by the user. The report can be downloaded as a PDF and Excel file.
Report Use	Allows Patient Flow Managers, Clinical Managers, Medical Officers and Hospital Executives to monitor activity via Specialty to better understand and plan for future activity.
Report Data Source	PFP
User Access	All Users except Ambulance Users
Report Format	PDF (default) and Excel

Report Prompts – mandatory unless otherwise stated	**Facilities:** The facility or facilities the user wants to run the report for. Facilities available for selection depends on the user's access rights.
	Snapshot time: Daily
	          Weekly
	          Monthly

Report Sort Order	Alphabetically by Specialty
Alerts	N/A
Business Rules	Excludes patients where "New" specialty = "Current" specialty.

Figure 26: Specialty Activity Snapshot Summary – Layout

Specialty Activity Snapshot

Weekly Snapshot for the Period 30/09/2013 to 17/11/2013

Specialty	Activity 30/09/13 to 06/10/13 INTO Specialty	OUT Specialty	07/10/13 to 13/10/13 INTO Specialty	OUT Specialty	14/10/13 to 20/10/13 INTO Specialty	OUT Specialty	21/10/13 to 27/10/13 INTO Specialty	OUT Specialty	28/10/13 to 03/11/13 INTO Specialty	OUT Specialty	04/11/13 to 10/11/13 INTO Specialty	OUT Specialty	11/11/13 to 17/11/13 INTO Specialty	OUT Specialty
ANA - Anaesthesiology									1	1	1	1	2	2
ASU - Acute Surgery	75	71	63	59	66	68	60	67	72	66	69	75	62	58
CAR - Cardiology	65	68	62	59	57	69	57	46	58	51	69	57	72	87
CDS - Cardiac Surgery	14	18	10	15	10	12	12	10	13	10	7	8	16	13
CTP - Clinical Toxicology Pharmacology	1	1												
CTS - Thoracic Surgery	1	2	3		5	6	5	6	3	2	4	5	3	1
DEN - Oral Surgery	10	11	8	6	4	7	5	4	8	7	7	7	9	8
DIA - Diabetes		1												
DMT - Dermatology	3	3		2	1	1	1	1	2	2	2	1	4	3
END - Endocrinology	2	3	4	4	4	2	12	8	6	3	4	8	7	8
ENS - Endoscopy											1			1
ENT - Ear Nose and Throat	19	19	19	18	17	18	10	9	14	17	12	11	14	18
EYE - Ophthalmology	8	9	16	15	7	9	18	16	3	5	6	6	11	10
GE - Gastroenterology	29	37	40	34	38	36	36	36	25	25	32	38	47	33
GER - Geriatrics	17	23	20	18	25	25	17	19	20	17	14	13	25	28
GES - General Surgery	42	53	24	35	48	36	48	49	41	44	43	45	46	49
GONC - Gynaecology Oncology	13	12	6	6	9	7	8	8	4	6	10	9	7	7
GYN - Gynaecology	28	34	33	27	38	41	33	35	45	47	19	20	46	44
IMM - Immunology	11	20	15	16	20	17	24	19	14	20	14	12	19	10
MED - Medical Service	54	67	62	44	68	63	53	59	57	57	73	61	54	75
NEP - Nephrology	16	20	9	14	18	18	17	14	19	24	16	11	17	16
NEU - Neurology	27	25	32	31	28	30	39	39	29	29	29	34	19	19
NIC - Neonatal Intensive Care	21	27	21	17	23	17	26	20	15	21	19	24	37	32

Table 40: Specialty Activity Snapshot Summary – Data Elements

Field	Format	Definition	Rules/Calculations
Specialty	Alphanumeric	Specialty Description.	Displays the Specialty Description unless not available then the Specialty Code displays.
Snapshot Date	DD/MM/YY	Date range for the report as defined by the user and displayed as: DD/MM/YY – if Daily Snapshot selected DD/MM/YY to DD/MM/YY – if Weekly snapshot selected MMM-YYYY – if Monthly snapshot selected	N/A
INTO Specialty	Numeric	Number of patients admitted or transferred into the specialty for the given snapshot period.	Count of patients admitted or transferred into the specialty in the snapshot period.
OUT Specialty	Numeric	Number of patients transferred or discharged out of the specialty for the given snapshot period.	Count of patients transferred or discharged out of the specialty in the snapshot period.
TOTAL		Total of all transfers and admissions INTO ALL Specialties. Sum of all transfers and discharges OUT of ALL Specialties.	Sum of all INTO Specialty for the snapshot period. Sum of all OUT Specialty for the snapshot period.

5.0 WAITING FOR WHAT REPORTS

Figure 27 is a diagrammatical representation of the business rules for a Waiting for What (WFW) reason to be included in the following reports:

- Waiting for What – All reasons
- Waiting for What Bed Days
- Waiting for What Reasons Count

Figure 27: Waiting for What Report Business Rules
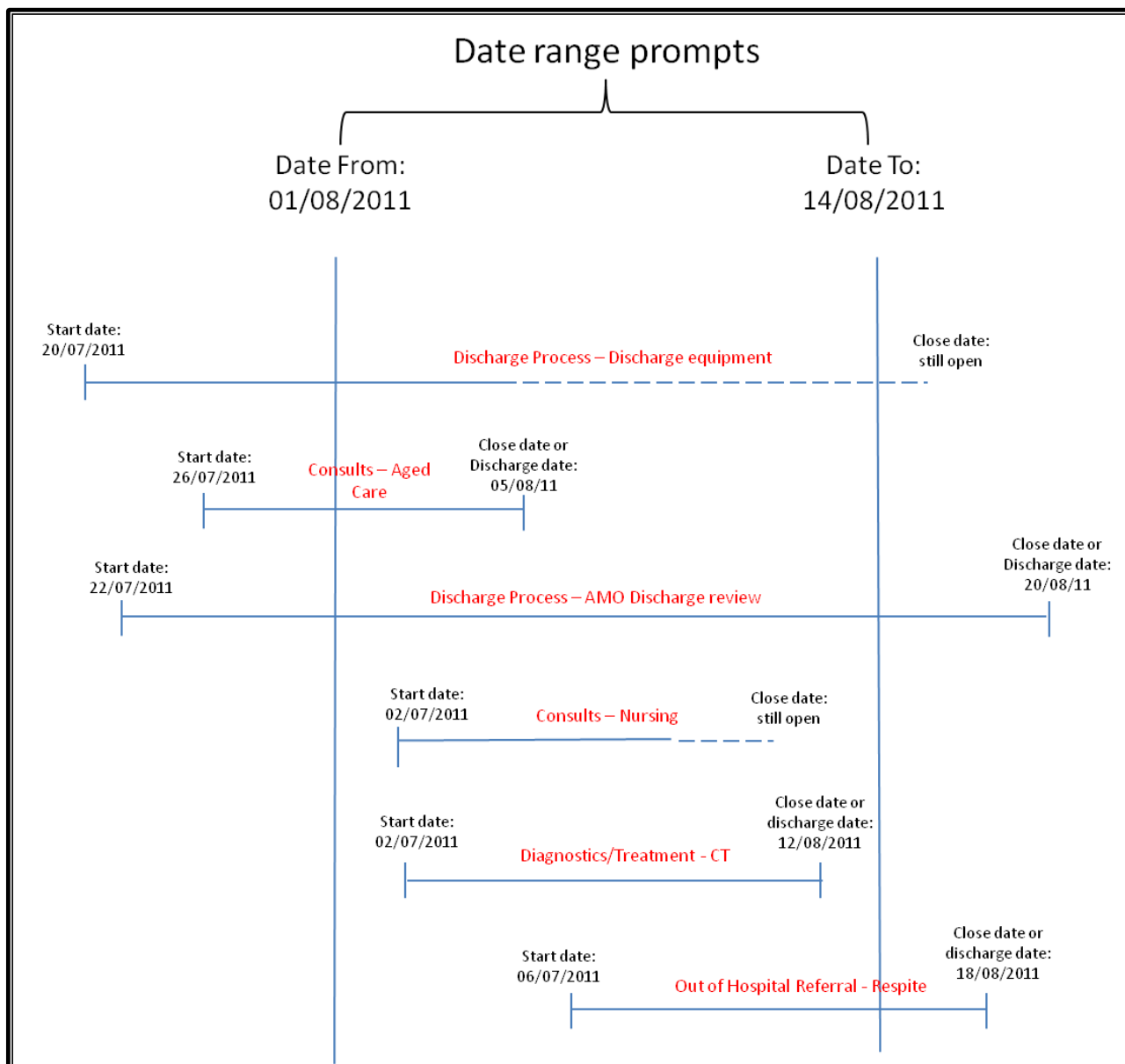
5.1 Waiting for What – All Reasons

Table 41: Waiting for What – All Reasons Overview

Report Title	Waiting for What – All Reasons
Report Definition	Displays all Waiting for What records created for patients admitted to a specific facility.
Report Use	Provides in-depth data for further analysis of what patients are waiting for to be discharged at a specific facility. Provides the capability to disaggregate data by speciality, LOS, AMO, etc.
Report Data Source	PFP
User Access	All Users except Ambulance Users
Report Format	PDF and Excel (default)
Report Prompts – mandatory unless otherwise stated	**Facilities:** The facility or facilities the user wants to run the report for. Facilities available for selection depends on the user's access rights. **From Date** (default = Today) **To Date** (default = Today)
Sort Order	**1st Sort:** Alphabetically by Primary Delay Reason **2nd Sort:** Alphabetically by Secondary Delay Reason **3rd Sort:** WFW Status: Open then Closed **4th Sort:** WFW (Total Days) highest to lowest
Alerts	N/A
Business Rules	To be included in the report the WFW reason must have been open at some period during the date range entered in the report prompts: • WFW "Start date" is before the "Date From" and has a status of "Open". • WFW "Start date" is before the "Date From" and has a "Close date" or "Discharge date" after the "Date To". • WFW "Start date" is before the "Date From" and has a "Close date" or a "Discharge date" between the "Date From" and the "Date To". • WFW "Start date" is between the "Date From" and the "Date To" and has a status of "Open".

Figure 28: Waiting for What – All Reasons Layout (PDF)

Waiting for What – All Reasons

For the Period 01/10/13 to 31/10/13

Patient ID	Patient Name	Delay Reason	Optional Text	Discharge Date	LOS	WFW Start Date	WFW Closed Date	WFW (Total Days)	WFW Status	Specialty	Ward	Med. Officer
		Consults Cardiology		16/10/13	1	16/10/13		0	Open	Neurosurgery	F3C	
		Consults Gastroenterology/Endoscopy		18/10/13	25	10/10/13		8	Open	Geriatrics	STHRPH	
		Consults Neurology		04/10/13	2	04/10/13		0	Open	Orthopaedics	H3S	
		Consults Palliative Care		21/10/13	45	10/10/13		11	Open	Dermatology	RNC2	
		Consults Palliative Care		24/10/13	14	14/10/13		10	Open	Urology	RNC2	
		Consults Palliative Care	Awaiting another review by Palliative Care regarding anxiety and Home oxygen	25/10/13	13	25/10/13		0	Open	Medical Service	J3M	
		Consults Physiotherapist	Await measuring and ordering of a specific hip splint	21/11/13	48	16/10/13		36	Open	Immunology	J3M	
		Consults Physiotherapist		27/10/13	7	22/10/13		5	Open	Orthopaedics	F1	
		Consults Physiotherapist		07/10/13	11	04/10/13		3	Open	Orthopaedics	H3S	
		Consults Physiotherapist	Needs education for hip brace plus community support	23/10/13	11	22/10/13		1	Open	Orthopaedics	F1	
		Consults Physiotherapist		16/10/13	23	16/10/13		0	Open	Orthopaedics	F1	
		Consults Physiotherapist		16/10/13	3	16/10/13		0	Open	Orthopaedics	F1	
		Consults Rehabilitation		04/11/13	117	06/08/13		90	Open	Vascular	F3C	
		Consults Rehabilitation			22	17/10/13	04/11/13	18	Closed	Geriatrics	RNC1	
		Consults Rehabilitation		24/10/13	35	01/10/13	10/10/13	9	Closed	Rehabilitation	RNC1	
		Consults Rehabilitation		05/11/13	40	01/10/13	04/10/13	3	Closed	Geriatrics	RNC1	
		Consults Rehabilitation	Seen by Rehab Reg - needs consultant review / acceptance for RNC 1	08/11/13	30	15/10/13	17/10/13	2	Closed	Geriatrics	DIS	

Figure 29: Waiting for What – All Reasons Layout (Excel)

Waiting for What – All Reasons

For the Pe

Patient ID	Surname	First Name	Primary Delay Reason	Secondary Delay Reason	Optional Text	Admission Date	Discharge Date	LOS	WFW Start Date	WFW Closed Date	WFW Days (within range)	WFW (Total Days)	WFW Status	EDD	Specialty	Ward Code	Ward Description	Med. Officer	Financial Status	Financial Description	Las Upda Dat
			Consults	Cardiology		15/10/13	16/10/13	1	16/10/13		0	0	Open	17/10/13	Neurosurgery	F3C	F3 Cardiac Surgery / Vascular		Public	Medicare/Public O/N Hosp Dr	16/10
			Consults	Gastroenterology / Endoscopy		23/09/13	18/10/13	25	10/10/13		8	8	Open	12/10/13	Geriatrics	STHRPH	South Ward Rankin Park Hospital		Public	Medicare/Public O/N Hosp Dr	15/10
			Consults	Neurology		02/10/13	04/10/13	2	04/10/13		0	0	Open	04/10/13	Orthopaedics	H3S	H3 Surgery / Trauma		Public	Medicare/Public O/N Hosp Dr	04/10
			Consults	Palliative Care		06/09/13	21/10/13	45	10/10/13		11	11	Open	22/10/13	Dermatology	RNC2	RNC 2 Urology/Rheumatology		Chargeable	Charge / Private - single on call Dr	15/10
			Consults	Palliative Care		10/10/13	24/10/13	14	14/10/13		10	10	Open	23/10/13	Urology	RNC2	RNC 2 Urology/Rheumatology		Chargeable	Charge / Private - single on call Dr	15/10
			Consults	Palliative Care	Awaiting another review by Palliative Care regarding anxiety and Home oxygen	12/10/13	25/10/13	13	25/10/13		0	0	Open	25/10/13	Medical Service	J3M	J3 Medical Ward		Public	Medicare/Public O/N Hosp Dr	25/10
			Consults	Physiotherapist	Await measuring and ordering of a specific hip splint	04/10/13	21/11/13	48	16/10/13		15	36	Open	22/11/13	Immunology	J3M	J3 Medical Ward		Public	Medicare/Public O/N Hosp Dr	16/10
			Consults	Physiotherapist		20/10/13	27/10/13	7	22/10/13		5	5	Open	30/10/13	Orthopaedics	F1	F1 Orthopaedic		Public	Medicare/Public O/N Hosp Dr	22/10
			Consults	Physiotherapist		26/09/13	07/10/13	11	04/10/13		3	3	Open	08/10/13	Orthopaedics	H3S	H3 Surgery / Trauma		Chargeable	Charge / Private - single on call Dr	04/10
			Consults	Physiotherapist	Needs education for hip brace plus community support	12/10/13	23/10/13	11	22/10/13		1	1	Open	26/10/13	Orthopaedics	F1	F1 Orthopaedic		Public	Medicare/Public O/N Hosp Dr	22/10
			Consults	Physiotherapist		23/09/13	16/10/13	23	16/10/13		0	0	Open	20/10/13	Orthopaedics	F1	F1 Orthopaedic		Public	Medicare/Public O/N Hosp Dr	16/10
			Consults	Physiotherapist		13/10/13	16/10/13	3	16/10/13		0	0	Open	20/10/13	Orthopaedics	F1	F1 Orthopaedic		Chargeable	Charge / Private - shared on call Dr	16/10
			Consults	Rehabilitation		10/07/13	04/11/13	117	06/08/13		30	90	Open	16/08/13	Vascular	F3C	F3 Cardiac Surgery / Vascular		Public	Medicare/Public O/N Hosp Dr	06/08
			Consults	Rehabilitation		09/10/13		22	17/10/13	04/11/13	18	18	Closed	03/12/13	Geriatrics	RNC1	RNC 1 Orthopaedic Rehabilitation		Public	Medicare/Public O/N Hosp Dr	08/11
			Consults	Rehabilitation		19/09/13	24/10/13	35	01/10/13	10/10/13	9	9	Closed	29/11/13	Rehabilitation	RNC1	RNC 1 Orthopaedic Rehabilitation		Public	Medicare/Public O/N Hosp Dr	21/10
			Consults	Rehabilitation		26/09/13	05/11/13	40	01/10/13	04/10/13	3	3	Closed	11/11/13	Geriatrics	RNC1	RNC 1 Orthopaedic Rehabilitation		Public	Medicare/Public O/N Hosp Dr	07/10
			Consults	Rehabilitation	Seen by Rehab Reg - needs consultant review / acceptance for RNC 1	09/10/13	08/11/13	30	15/10/13	17/10/13	2	2	Closed	11/11/13	Geriatrics	DIS	Transit Discharge Lounge		Public	Medicare/Public O/N Hosp Dr	21/10
			Consults	Rehabilitation	Awaiting rehab review	26/07/13		97	08/10/13	09/10/13	1	1	Closed	05/11/13	Geriatrics	STHRPH	South Ward Rankin Park Hospital		Public	Medicare/Public O/N Hosp Dr	11/10
			Consults	Rehabilitation		06/09/13	08/10/13	32	01/10/13	01/10/13	0	0	Closed	12/10/13	Rehabilitation	RNC1	RNC 1 Orthopaedic Rehabilitation		Public	Medicare/Public O/N Hosp Dr	02/10
			Consults	Respiratory	Airborne precautions	01/10/13	09/10/13	8	04/10/13		5	5	Open	10/10/13	Respiratory	H3S	H3 Surgery / Trauma		Chargeable	Charge / Private - single on call Dr	04/10

Table 42: Waiting for What – All Reasons Data Elements (PDF and Excel)

Field	Format	Definition	PDF/Excel	Rules/Calculations
Patient ID	Alphanumeric	Patient's UID or MRN	PDF and Excel	Which value displays depends on the LHD preferences.
Patient Name	Alphanumeric	Patient's Surname, Patient's First Name.	PDF	N/A
Surname	Alphanumeric	Patient's Surname.	Excel	N/A
First Name	Alphanumeric	Patient's First Name.	Excel	N/A
Delay Reason	Alphanumeric	Waiting for What Category and Waiting for What reason.	PDF	If a WFW reason has become inactive during the specified reporting period the following displays underneath the reason: Inactive since – dd/mm/yy
Primary Delay Reason	Alphanumeric	Waiting for What Category.	Excel	N/A
Secondary Delay Reason	Alphanumeric	Waiting for What reason.	Excel	If a WFW reason has become inactive during the specified reporting period the following displays underneath the reason: Inactive since – dd/mm/yy
Optional Text	Alphanumeric	Free text notes entered against the WFW reason.	PDF and Excel	N/A
Admission Date	DD/MM/YY	Patient's Admission date.	Excel	N/A
Discharge Date	DD/MM/YY	Patient's Discharge date.	PDF and Excel	N/A
LOS	Numeric	Patient's Length of Stay.	PDF and Excel	If "Discharge date" is not null then Difference between "Discharge date" and "Admission date". If "Discharge date" is null then Difference between "Date To" and "Admission date."
WFW Start Date	DD/MM/YY	Date the WFW reason was started / requested.	PDF and Excel	N/A
WFW Closed Date	DD/MM/YY	Date the WFW reason was actioned / closed.	PDF and Excel	N/A
WFW Days (within range)	Numeric	Number of beds days during the specified date range lost due to the WFW reason.	Excel	Difference between (earliest of "WFW Closed date", "Discharge date" or "Date To") and (latest of "WFW Start date" and "Date From").
WFW (Total Days)	Numeric	Total number of days the WFW reason has been open.	PDF and Excel	Difference between (earliest of "WFW Closed date" or "Discharge date") and "WFW Start date".
WFW Status	Alphanumeric	Status of the WFW reason: Open or Closed.	PDF and Excel	Status of the WFW reason; either open or closed. If a patient has a WFW reason that is still open on Discharge it will still be displayed as open.
EDD	DD/MM/YY	Patient's Estimated Discharge Date.	Excel	N/A
Specialty	Alphanumeric	Patient's specialty.	PDF and Excel	N/A
Ward Code	Alphanumeric	Ward Code patient is currently admitted into.	PDF and Excel	N/A
Ward Description	Alphanumeric	Ward Description patient is currently admitted into.	Excel	N/A
Med. Officer	Alphanumeric	Patient's AMO.	PDF and Excel	N/A
Financial Status	Alphanumeric	Patient's Financial Status which is based on their financial class (e.g. Public, Private, DVA, Compensable etc.)	Excel	N/A
Financial Description	Alphanumeric	Patient's Financial Description associated with their financial class.	Excel	N/A
Last Updated Date	DD/MM/YY	Date the WFW reason was last updated.	Excel	N/A

Field	Format	Definition	PDF/Excel	Rules/Calculations
Last Updated By	Alphanumeric	Logon id of the person who last updated the WFW reason.	Excel	N/A
Facility ID	Alphanumeric	Facility code based on the HIE facility code identifier.	Excel	N/A

5.2 Waiting for What – Current Admissions (Open Reasons)

Table 43: Waiting for What – Current Admissions (Open Reasons) Overview

Report Title	Waiting for What – Current Admissions (Open Reasons)
Report Definition	Displays open waits recorded against patients who are currently admitted at a specific facility.
Report Use	Provides detailed information about patients currently delayed in hospital including notes about their waiting for what reason.
Report Data Source	PFP
User Access	All Users except Ambulance Users
Report Format	PDF and Excel (default)
Report Prompts – mandatory unless otherwise stated	**Facilities**: The facility or facilities the user wants to run the report for. Facilities available for selection depends on the user's access rights.
Sort Order	**1st Sort**: Alphabetically by Primary Delay Reason **2nd Sort**: Alphabetically by Secondary Delay Reason **3rd Sort**: WFW (Total Days) highest to lowest
Alerts	N/A
Business Rules	WFW reason must have a status of Open for patients currently admitted to the selected facility.

Figure 30: Waiting for What – Current Admissions (Open Reasons) Layout (PDF)

Patient ID	Patient Name	Ward	Med. Officer	Delay Reason	Optional Text	LOS	WFW Start Date	WFW (Total Days)	EDD	Specialty
		RNC1		Consults Physiotherapist		17	25/11/13	4	11/12/13	Orthopaedics
		RNC1		Consults Rehabilitation		84	12/11/13	17	08/12/13	Neurosurgery
		F3C		Consults Rehabilitation		28	26/11/13	3	06/12/13	Vascular
		F3C		Consults Rehabilitation		38	26/11/13	3	12/12/13	Vascular
		RNC1		Consults Other Medicine	Await review Med Team and Gynae team	47	08/11/13	21	02/12/13	Geriatrics
		F3C		Diagnostics/Treatment Operating Theatre	awaiting CABG no date as yet	32	06/11/13	23	29/11/13	Vascular
		F1		Diagnostics/Treatment Operating Theatre	for OT	23	07/11/13	22	10/12/13	Orthopaedics
		F1		Diagnostics/Treatment Operating Theatre		8	22/11/13	7	26/11/13	Orthopaedics
		F1		Diagnostics/Treatment Operating Theatre		8	22/11/13	7	03/12/13	Orthopaedics
		NTHRPH		Diagnostics/Treatment Other	awaiting cranioplasty.	199	24/07/13	128	24/07/13	Rehabilitation
		RNC3		Diagnostics/Treatment Other	Awaits further surgery - Stage 2 revision	67	01/10/13	59	16/12/13	Orthopaedics
		H3S		Diagnostics/Treatment Other	ongoing wound management	39	07/11/13	22	30/11/13	Orthopaedics
		H3S		Diagnostics/Treatment Other	Acute	23	08/11/13	21	29/11/13	Orthopaedics
		CAPAC-O&A		Diagnostics/Treatment Other	Acute. Await Rheumatology review	29	08/11/13	21	16/11/13	Immunology
		F1		Diagnostics/Treatment Other	Acute	26	08/11/13	21	10/12/13	Orthopaedics
		STHRPH		Diagnostics/Treatment Other	awaiting improvement-services can not assist untill independent with nocte care	46	14/11/13	15	15/11/13	Geriatrics

Figure 31: Waiting for What – Current Admissions (Open Reasons) Layout (Excel)

Waiting for What – Current Admissions (Open Reasons)

Snapshot - 29/11

| Patient ID	Surname	First Name	Primary Delay Reason	Secondary Delay Reason	Optional Text	Admission Date	LOS	WFW Start Date	WFW (Total Days)	EDD	Specialty	Ward Code	Ward Description	Med. Officer	Financial Status	Financial Description	Last Updated Date	Last Updated By
			Consults	Physiotherapist		12/11/13	17	25/11/13	4	11/12/13	Orthopaedics	RNC1	RNC 1 Orthopaedic Rehabilitation		Chargeable	Charge / Private - shared on call Dr	25/11/13	50000148
			Consults	Rehabilitation		06/09/13	84	12/11/13	17	08/12/13	Neurosurgery	RNC1	RNC 1 Orthopaedic Rehabilitation		Public	Medicare/Public O/N Hosp Dr	12/11/13	50000148
			Consults	Rehabilitation		01/11/13	28	26/11/13	3	06/12/13	Vascular	F3C	F3 Cardiac Surgery / Vascular		DVA	DVA O/N	26/11/13	50026148
			Consults	Rehabilitation		22/10/13	38	26/11/13	3	12/12/13	Vascular	F3C	F3 Cardiac Surgery / Vascular		Public	Medicare/Public O/N Hosp Dr	26/11/13	50026148
			Consults	Other Medicine	Await review Med Team and Gynae team	13/10/13	47	08/11/13	21	02/12/13	Geriatrics	RNC1	RNC 1 Orthopaedic Rehabilitation		Public	Medicare/Public O/N Hosp Dr	08/11/13	50000965
			Diagnostics / Treatment	Operating Theatre	awaiting CABG no date as yet	28/10/13	32	06/11/13	23	29/11/13	Vascular	F3C	F3 Cardiac Surgery / Vascular		Public	Medicare/Public O/N Hosp Dr	06/11/13	50000809
			Diagnostics / Treatment	Operating Theatre	for OT	06/11/13	23	07/11/13	22	10/12/13	Orthopaedics	F1	F1 Orthopaedic		Public	Medicare/Public O/N Hosp Dr	07/11/13	56157275
			Diagnostics / Treatment	Operating Theatre		21/11/13	8	22/11/13	7	26/11/13	Orthopaedics	F1	F1 Orthopaedic		Public	Medicare/Public O/N Hosp Dr	22/11/13	50000965
			Diagnostics / Treatment	Operating Theatre		21/11/13	8	22/11/13	7	03/12/13	Orthopaedics	F1	F1 Orthopaedic		Public	Medicare/Public O/N Hosp Dr	22/11/13	50000965
			Diagnostics / Treatment	Other	awaiting cranioplasty.	14/05/13	199	24/07/13	128	24/07/13	Rehabilitation	NTHRPH	North Ward Rankin Park Hospital		DVA	DVA O/N	19/08/13	50000352
			Diagnostics / Treatment	Other	Awaits further surgery - Stage 2 revision	23/09/13	67	01/10/13	59	16/12/13	Orthopaedics	RNC3	RNC 3 Orthopaedics		Public	Medicare/Public O/N Hosp Dr	04/11/13	50000098
			Diagnostics / Treatment	Other	ongoing wound management	21/10/13	39	07/11/13	22	30/11/13	Orthopaedics	H3S	H3 Surgery / Trauma		Public	Medicare/Public O/N Hosp Dr	07/11/13	56157275
			Diagnostics / Treatment	Other	Acute	06/11/13	23	08/11/13	21	29/11/13	Orthopaedics	H3S	H3 Surgery / Trauma		Compensable	M8-NSW MAA Private(single) O/N	08/11/13	50000965
			Diagnostics / Treatment	Other	Acute. Await Rheumatology review	31/10/13	29	08/11/13	21	16/11/13	Immunology	CAPAC-O&A	Out&About Hospital in the Home		Public	HITH - Medicare card holder - Hosp Dr	08/11/13	50000965
			Diagnostics / Treatment	Other	Acute	03/11/13	26	08/11/13	21	10/12/13	Orthopaedics	F1	F1 Orthopaedic		Public	Medicare/Public O/N Hosp Dr	08/11/13	50000965
			Diagnostics / Treatment	Other	awaiting improvement- services can not assist untill independent with nocte care	14/10/13	46	14/11/13	15	15/11/13	Geriatrics	STHRPH	South Ward Rankin Park Hospital		Public	Medicare/Public O/N Hosp Dr	19/11/13	50014550
			Diagnostics / Treatment	Other	Acute	18/11/13	11	22/11/13	7	10/12/13	Orthopaedics	F1	F1 Orthopaedic		Public	Medicare/Public O/N Hosp Dr	22/11/13	50000965
			Diagnostics / Treatment	Other	Acute	11/11/13	18	22/11/13	7	08/12/13	Orthopaedics	F1	F1 Orthopaedic		Public	Medicare/Public O/N Hosp Dr	22/11/13	50000965
			Diagnostics / Treatment	Other	Acute	17/11/13	12	22/11/13	7	10/12/13	Orthopaedics	F1	F1 Orthopaedic		Public	Medicare/Public O/N Hosp Dr	22/11/13	50000965
			Diagnostics / Treatment	Other	Acute	07/11/13	22	22/11/13	7	04/12/13	Orthopaedics	F1	F1 Orthopaedic		Public	Medicare/Public O/N Hosp Dr	22/11/13	50000965
			Diagnostics / Treatment	Other	Acute	20/11/13	9	22/11/13	7	06/12/13	Orthopaedics	F1	F1 Orthopaedic		Public	Medicare/Public O/N Hosp Dr	22/11/13	50000965

Table 44: Waiting for What – Current Admissions (Open Reasons) Data Elements (PDF and Excel)

Field	Format	Definition	Report Format	Rules/Calculations
Patient ID	Alphanumeric	Patient's UID or MRN	PDF and Excel	Which value displays depends on the LHD preferences.
Patient Name	Alphanumeric	Patient's Surname, Patient's First Name.	PDF	N/A
Surname	Alphanumeric	Patient's Surname.	Excel	N/A
First Name	Alphanumeric	Patient's First Name.	Excel	N/A
Delay Reason	Alphanumeric	Waiting for What Category and Waiting for What reason.	PDF	If a WFW reason has become inactive during the specified reporting period the following displays underneath the reason: Inactive since – dd/mm/yy
Primary Delay Reason	Alphanumeric	Waiting for What Category.	Excel	N/A
Secondary Delay Reason	Alphanumeric	Waiting for What reason.	Excel	If a WFW reason has become inactive during the specified reporting period the following displays underneath the reason: Inactive since – dd/mm/yy
Optional Text	Alphanumeric	Free text notes entered against the WFW reason.	PDF and Excel	N/A
Admission Date	DD/MM/YY	Patient's Admission date.	Excel	N/A
LOS	Numeric	Patient's Length of Stay.	PDF and Excel	Difference between Admission Date and "Now" Date.
WFW Start Date	DD/MM/YY	Date the WFW reason was started / requested.	PDF and Excel	N/A
WFW (Total Days)	Numeric	Total number of days the WFW reason has been open.	PDF and Excel	Difference between WFW Start Date and "Now" Date.
EDD	DD/MM/YY	Patient's Estimated Discharge Date.	PDF and Excel	N/A
Specialty	Alphanumeric	Patient's specialty.	PDF and Excel	N/A
Ward Code	Alphanumeric	Ward Code patient is currently admitted into.	PDF and Excel	N/A
Ward Description	Alphanumeric	Ward Description patient is currently admitted into.	Excel	N/A
Med. Officer	Alphanumeric	Patient's AMO.	PDF and Excel	N/A
Last Updated Date	DD/MM/YY	Date the WFW reason was last updated.	Excel	N/A
Financial Status	Alphanumeric	Patient's Financial Status which is based on their financial class (e.g. Public, Private, DVA, Compensable etc.)	Excel	N/A
Financial Description	Alphanumeric	Patient's Financial Description associated with their financial class.	Excel	N/A
Last Updated By	Alphanumeric	Logon id of the person who last updated the WFW reason.	Excel	N/A
Facility ID	Alphanumeric	Facility code based on the HIE facility code identifier.	Excel	N/A

5.3 Waiting for What Bed Days

Table 45: Waiting for What Bed Days overview

Report Title	Waiting for What Bed Days
Report Definition	Pareto Chart of reasons consuming the most bed days at a specific facility.
Report Use	Assist with identifying the Wait reasons that impact the most on the available bed days. Provides an evidence base for prioritising areas for process redesign to reduce delays and improve patient flow.
Report Data Source	PFP
User Access	All Users except Ambulance Users
Report Format	PDF
Sub reports	Produces two sub reports: **Bed Days Used Pareto Chart**: A Pareto chart detailing the Waiting for What reasons that have consumed the most beds days during the specified date range, including the cumulative percentage and the 80% cut off. **Bed Days Used summary table**: A summary table detailing the Waiting for What reasons that have consumed the most beds days during the specified date range, including the cumulative percentage and total percentage per reason.
Report Prompts – mandatory unless otherwise stated	**Facilities**: The facility or facilities the user wants to run the report for. Facilities available for selection depends on the user's access rights. **From Date** (default = Today) **To Date** (default = Today)
Report Sort Order	By count of bed days delayed per each WFW reason from highest to lowest until the 80% cumulative total is reached.
Alerts	N/A

Business Rules	• WFW reason must have been open at some period during the date range entered in the report prompts:
	
	    o WFW "Start date" is before the "Date From" and has a status of "Open".
	    o WFW "Start date" is before the "Date From" and has a "Close date" or "Discharge date" after the "Date To".
	    o WFW "Start date" is before the "Date From" and has a "Close date" or a "Discharge date" between the "Date From" and the "Date To".
	    o WFW "Start date" is between the "Date From" and the "Date To" and has a status of "Open".
	
	 • The Pareto Chart and Summary table displays the count of the bed days delayed for the individual WFW reasons within the reporting period which contribute to the 80% cumulative total. The remaining WFW reasons are then grouped into the "Others" column.

Figure 32: Waiting for What Bed Days – Bed Days Used Pareto Chart and Summary Table Layout
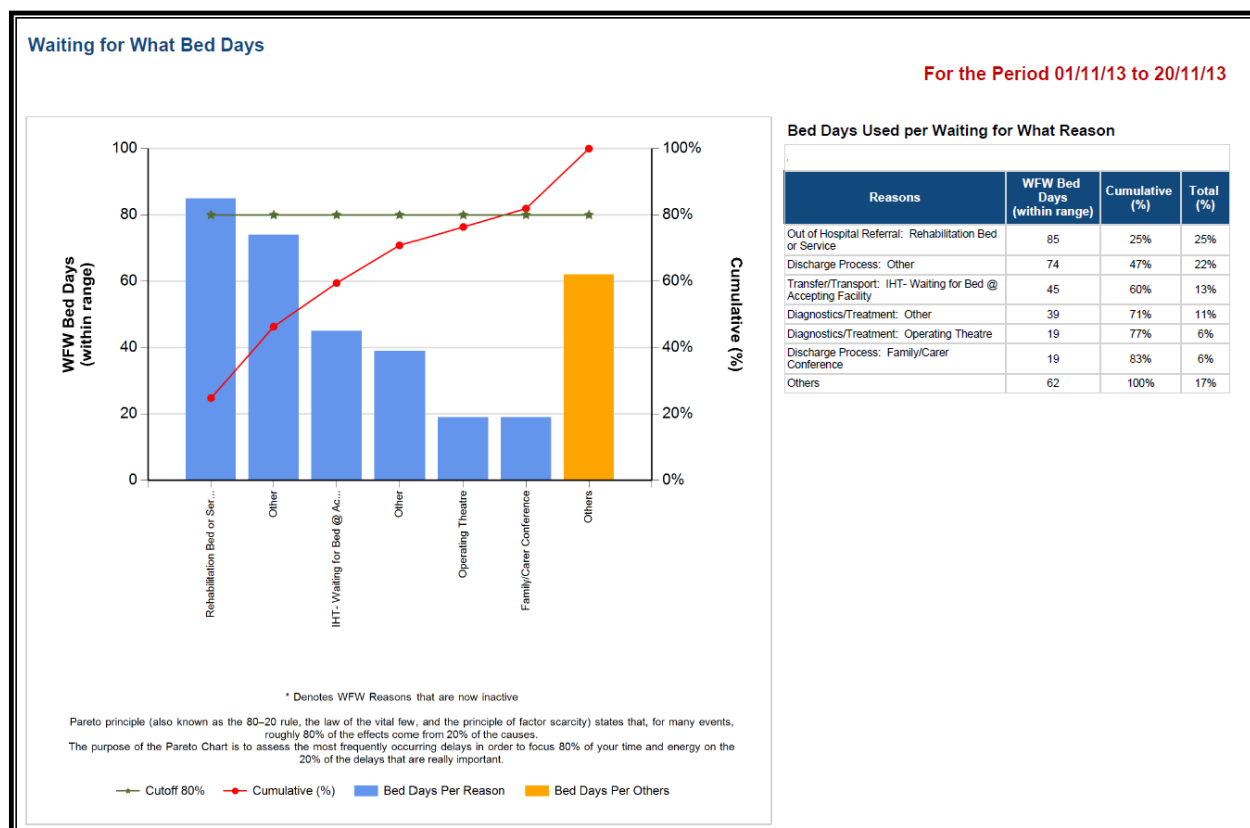
Table 46: Waiting for What Bed Days – Bed Days Used Pareto Chart Data Elements

Field	Format	Definition	Rules/Calculations
X Axis: Waiting for What Reasons	Alphanumeric	Displays the name of the WFW reasons.	An * will display at the side of a WFW reason if it has become inactive during the specified reporting period
Y Axis (left): WFW Bed Days (within range)	Numeric	Number of bed days delayed within the specified reporting range per WFW reason.	Difference between (earliest of "WFW Closed date", "Discharge date" or "Date To") and (latest of "WFW Start date" and "Date From").
Y Axis (right): Cumulative (%)	Numeric	Percentage of the total number of bed days delayed that cumulatively makes up 80% of the total number of bed days delayed.	N/A

Table 47: Waiting for What Bed Days – Bed Days Used Summary Table Data Elements

Field	Format	Definition	Rules/Calculations
Reasons	Alphanumeric	Displays the name of the Waiting for What Category/Waiting for What Reason.	An * will display at the side of a WFW reason if it has become inactive during the specified reporting period.
WFW Bed Days (within range)	Numeric	Number of beds days during the specified date range lost due to the WFW reason.	Difference between (earliest of "WFW Closed date", "Discharge date" or "Date To") and (latest of "WFW Start date" and "Date From").
Cumulative (%)	Numeric	A cumulative % of bed days delayed per WFW reason.	N/A
Total (%)	Numeric	Percentage of bed days delayed for each WFW reason.	(WFW Bed Days per reason/Total number of Bed Days) * 100

5.4 Waiting for What Reasons Count

Table 48: Waiting for What Reasons Count Overview

Report Title	Waiting for What Reasons Count
Report Definition	Pareto Chart of Waiting for What reasons by most frequent waits ait a specific facility.
Report Use	To be used in conjunction with the Bed Days consumed report to identify priority areas for process redesign reduce patient delays and improve patient flow. Can be used to escalate issues that cannot be fixed locally.
Report Data Source	PFP
User Access	All Users except Ambulance Users
Report Format	PDF
Sub reports	Produces two sub reports: **Waiting for What reasons Count Pareto Chart**: A Pareto chart detailing the count of Waiting for What reasons during the specified date range, including the cumulative percentage and 80% cut off. **Waiting for What reasons Count summary table**: A summary table detailing the count of Waiting for What reasons during the specified date range, including the cumulative percentage and total percentage per reason.
Report Prompts – mandatory unless otherwise stated	**Facilities:** The facility or facilities the user wants to run the report for. Facilities available for selection depends on the user's access rights. **From Date** (default = Today) **To Date** (default = Today)
Report Sort Order	By count of delay reasons for each "Waiting for What" reason from highest to lowest until the 80% cumulative total is reached.
Alerts	N/A

Business Rules	• WFW reason must have been open at some period during the date range entered in the report prompts:
	
	   o WFW "Start date" is before the "Date From" and has a status of "Open".
	   o WFW "Start date" is before the "Date From" and has a "Close date" or "Discharge date" after the "Date To".
	   o WFW "Start date" is before the "Date From" and has a "Close date" or a "Discharge date" between the "Date From" and the "Date To".
	   o WFW "Start date" is between the "Date From" and the "Date To" and has a status of "Open".
	
	• The Pareto Chart and Summary table displays the count of WFW reasons within the reporting period which contribute to the 80% cumulative total. The remaining WFW reasons are then grouped into the "Others" column.

Figure 33: Waiting for What Reasons Count - Pareto Chart and summary table Layout
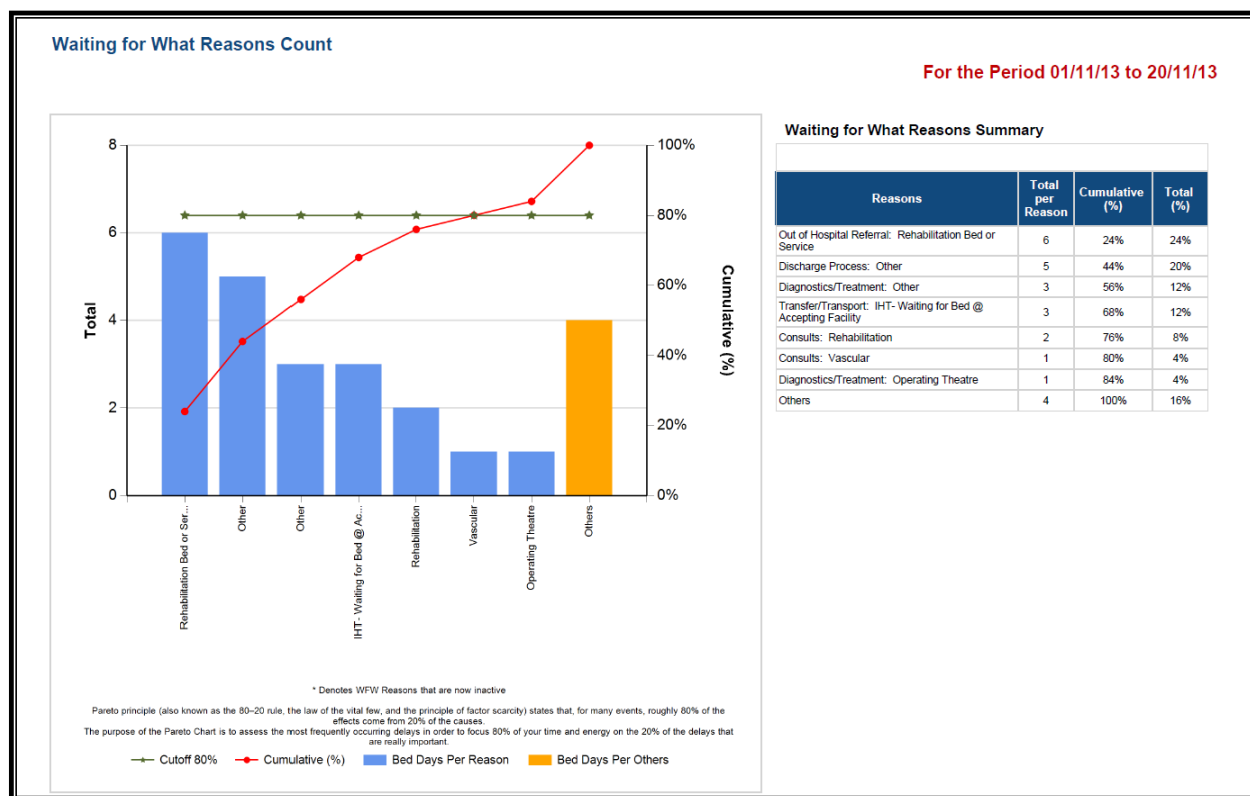
Table 49: Waiting for What Reasons Count - Pareto Chart data elements

Field	Format	Definition	Rules/Calculations
X Axis: Waiting for What Reasons	Alphanumeric	Displays the name of the WFW Reason.	An * will display at the side of a Waiting for What reason if it has become inactive during the specified reporting period
Y Axis (left): WFW Count of Delays (within range)	Numeric	Count of WFW reasons that were open at some time within the specified reporting range.	Difference between (earliest of "WFW Closed date", "Discharge date" or "Date To") and (latest of "WFW Start date" and "Date From").
Y Axis (right): Cumulative (%)	Numeric	Percentage of the total number of WFW reasons entered that cumulatively makes up 80% of the total number of WFW reasons.	N/A

Table 50: Waiting for What Reasons Count - Summary Table Data Elements

Field	Format	Definition	Rules/Calculations
Reasons	Alphanumeric	Displays the name of the Waiting for What Category/Waiting for What Reason.	An * will display at the side of a Waiting for What reason if it has become inactive during the specified reporting period
Total per Reason	Numeric	Count of number of WFW reasons entered during the reporting period.	N/A
Cumulative (%)	Numeric	A cumulative % of counts per WFW reason.	N/A
Total (%)	Numeric	Percentage of counts for each WFW reason.	(WFW count per reason/Total number of counts) * 100

6.0 TRANSFERS – IHT REPORTS

6.1 IHT – Hourly Performance

Table 51: IHT Hourly Performance overview

Report Title	IHT Hourly Performance
Report Definition	Provides a snapshot taken each hour of the total number of Transfers IN and OUT of a selected facility in a table and graph format.
Report Use	Allows Patient Flow Managers and Hospital Executives to monitor IHT transfer performance to better manage the planning of flows in and out of a facility.
Report Data Source	PFP
User Access	All users excludes Ambulance Users
Report Format	PDF only
Sub reports	Produces two sub reports: **Summary table**: A table displaying the Transfers IN and Transfers OUT per hour per day. **Graph**: A graph displaying the total number of Transfers IN and Transfers OUT per hour for reporting period.
Report Prompts – mandatory unless otherwise stated	**Facilities:** The facility or facilities the user wants to run the report for. Facilities available for selection depends on the user's access rights. **From Date** (default = Today): The start date for the report based on the In Progress date/time" for transfers OUT and Completed date/time" for Transfers IN. **To Date** (default = Today): for the report based on the In Progress date/time" for transfers OUT and Completed date/time" for Transfers IN.
Sort Order	Chronologically by date.
Alerts	N/A
Business rules	N/A

Figure 34: IHT Hourly Performance – Summary table Layout

Inter Hospital Transfers - Hourly Performance

For the Period 03/05/2013 to 15/09/2013

Date (Day)	Indicator	00:00	01:00	02:00	03:00	04:00	05:00	06:00	07:00	08:00	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00
05/09/2013 (Thursday)	Transfers IN	3														1	1	2	2	1			2		6
	Transfers OUT	1							1		1	1						1	4	2		1			1
06/09/2013 (Friday)	Transfers IN		1						2			1				1			1			2	2		
	Transfers OUT												1	2	1	2		1				3	1		
07/09/2013 (Saturday)	Transfers IN	1		1				1	1	1		1				1	2	2				1	1		
	Transfers OUT														1							3	1		
08/09/2013 (Sunday)	Transfers IN						1								1		1								
	Transfers OUT														1										
09/09/2013 (Monday)	Transfers IN										1		1	2	1		1			1	1		2		
	Transfers OUT														2	1	1		1				1		
10/09/2013 (Tuesday)	Transfers IN																		1					1	
	Transfers OUT											2				2	1		3				1	2	
11/09/2013 (Wednesday)	Transfers IN																	2	3	1	3	5			2
	Transfers OUT										1		1		1		3		1	1	1	1			
12/09/2013 (Thursday)	Transfers IN															2	1	1	1		1			1	1
	Transfers OUT												1	1	2	2	2		2						
13/09/2013 (Friday)	Transfers IN										1		1		2	1	1	1	1			1	2	1	1
	Transfers OUT															4	3				1	2			
14/09/2013 (Saturday)	Transfers IN									1			1	1			1	2		1					
	Transfers OUT											1											1		
15/09/2013 (Sunday)	Transfers IN									1				2			3	2			1				
	Transfers OUT									1					1										
	Total - IN	17	12	6	2	0	1	8	14	25	22	33	37	48	57	88	95	150	124	93	103	117	132	77	40
	Total - OUT	4	0	0	0	0	0	6	7	18	41	77	89	88	129	138	99	80	80	54	46	67	45	16	5

Figure 35: IHT Hourly Performance - Graph Layout

Inter Hospital Transfers - Hourly Performance

For the Period 03/05/2013 to 15/09/2013

Total Number of Completed Transfers IN and OUT by Snapshot Time
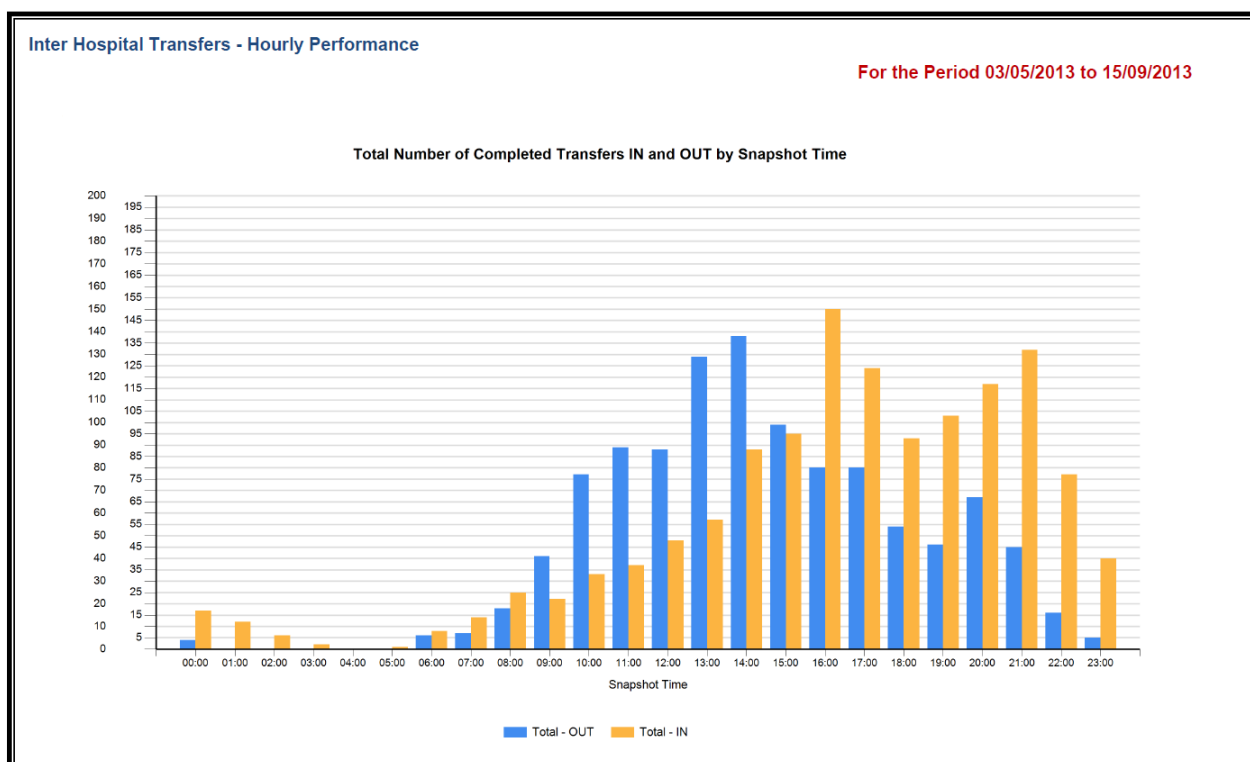
Table 52: IHT Hourly Performance – Summary table Data Elements

Field	Format	Definition	Rules/Calculations
Date (Day)	DD/MM/YYYY (Day of the week)	Date and Day of the week	N/A
Snapshot Time	hh:mm	Snapshot time	For today's date the report will only display up to the last hour. For example if the report was generated at 10:15AM on the 14th January 2013 the report will display data for the 14th January 2013 from 00:00 to 10:00 and NULL completed transfers from 11:00 to 23:00.
Transfers IN	Numeric	Number of completed patient transfers during the given hour into the selected facility.	Count of the number of "Transfers IN" within the given hour i.e. where "Completed" date/time is within the given hour.
Transfers OUT	Numeric	Displays the number of completed patient transfers out of the selected facility.	Count of the number of "Transfers Out" within the given hour i.e. where "In Progress" date/time is within the given hour.
Total - Daily	Numeric	Displays Total number of Transfers IN for the given date Displays Total number of Transfers OUT for the given date.	Sum of ALL Transfers IN for the given date Sum of ALL Transfers OUT for the given date.
Total – IN	Numeric	Displays Total number of Transfers IN for the given hour for the report date range.	Sum of ALL Transfers IN for the given hour for date range entered.
Total – OUT	Numeric	Displays Total number of Transfers OUT for the given hour for the report date range.	Sum of Transfers OUT for the given hour for date range entered.

Table 53: IHT Hourly Performance – Graph Data Elements

Field	Format	Definition	Rules/Calculations
Y-Axis	Number (Integer)	The number of patients transferred into or out of a facility for the given hour for the report date range.	Sum of all completed transfers IN for the reporting period for each snapshot hour. Sum of all completed transfers OUT for the reporting period for each snapshot hour.
X-Axis	hh:mm	The snapshot time.	N/A
Plot Area	Columns	Values as a two dimensional column graph.	N/A

6.2 Inter Hospital Transfer Records

Table 54: Inter Hospital Transfer Records Overview

Report Title	Inter Hospital Transfer Records
Report Definition	Excel file of Inter-Hospital Transfer records within a user defined date range for a specific facility.
Report Use	Analyse the data to better understand trends and patterns for a facility's demand.
Report Data Source	PFP
User Access	All users excludes Ambulance Users
Report Format	Excel only
Report Prompts – mandatory unless otherwise stated	**Facilities**: The facility or facilities the user wants to run the report for. Facilities available for selection depends on the user's access rights. **From Date** (default = Today): The start date for the report based on the "Transfer Request date/time" of the transfer. **To Date** (default = Today): The end date for the report based on the "Transfer Request date/time" of the transfer.
Sort Order	Chronologically by Transfer Request date/time.
Alerts	N/A
Business rules	A transfer must have a status of "Requested", "Confirmed", "In Progress" or "Completed" to appear on the report.

Figure 36: Inter Hospital Transfer Records - Layout

Inter Hospital Transfer Records

Date Time Entered	Urgency	From Facility ID	From Facility	Requesting Ward Code	Requesting Ward Description	Current Ward Code	Current Ward Description	Surname	First Name	Patient ID	DOB	Gender	Requesting Doctor	Contact Name	Contact Phone	Receiving Doctor	Receiving Doctor Contact	Financial Status	
26/11/13 14:24	Inpatient specialist care 24-72hrs	J201	Armidale and New England Hospital	REHAB-J201	Rehabilitation					N0285577	12/04/1935	male	Flynn	PFU	49855300		49855300	Public	M
26/11/13 14:20	Inpatient specialist care 24-72hrs	Q209	Muswellbrook District Hospital	ED	Emergency Department					0441232	14/03/1925	female	Brown	PFU	49855300		49855300		
26/11/13 12:49	Urgent specialist care < 24hrs	Q216	Scott Memorial Hospital, Scone	MWW-SMS	Millicent White Wing					0561439	29/09/1983	female	Tan	PFU	49855300		49855300		
26/11/13 11:40	Inpatient specialist care 24-72hrs	J305	Forster Private Hospital	general	general					0665196	20/02/1923	male	Dobell-Brown	PFU	49855300		49855300		
26/11/13 09:57	Inpatient specialist care 24-72hrs	Q211	Calvary Mater Newcastle	5CCU-Q211	Coronary Care					0369070	29/01/1947	male	Adera	PFU	49855300		49855300		
25/11/13 20:56	Urgent specialist care < 24hrs	J212	Moree District Hospital	ED-J212	Emergency Department					2807614	20/12/1949	male	Finlay	PFU	49855300		49855300		
25/11/13 17:01	Inpatient specialist care 24-72hrs	J225	Manning Base Hospital	L4	L4 Medical					2174789	06/02/1986	female	Simons	PFU	49855300		49855300		
25/11/13 15:32	Urgent specialist care < 24hrs	Q214	Belmont Hospital	ED	Emergency					0441799	11/10/1940	male	Pelichowski	PFU	49855300		49855300		
25/11/13 15:01	Urgent specialist care < 24hrs	Q214	Belmont Hospital	ED	Emergency					0162430	15/07/1926	female	Wynne	PFU	49855300		49855300		
25/11/13 14:28	Urgent specialist care < 24hrs	J225	Manning Base Hospital	HDU - MBH	HDU					L0152071	05/06/1930	female	Braude	PFU	49855300		49855300	Public	M
25/11/13 14:16	Urgent specialist care < 24hrs	Q214	Belmont Hospital	GFNB	General Medical					0034712	24/08/1949	female	Thursby	PFU	49855300		49855300	Chargeable	C...
25/11/13 11:13	Urgent specialist care < 24hrs	Q214	Belmont Hospital	ED	Emergency					0929126	09/01/2002	male	Green	PFU	49855300		49855300		
24/11/13 16:38	Urgent specialist care < 24hrs	H208	Coffs Harbour Base Hospital							403611	27/11/1963	male	Cathy Constantine	Naomi Laing	02 6656 7087		Dr Dhillon (Neuro Surg Reg)		
24/11/13 16:29	Life Threatening < 4hrs	J208	Inverell District Hospital	ED-J208	Emergency Department					N0107524	09/08/1935	male	Fone	Helen McGilvray	0267219540				
24/11/13 15:10	Urgent specialist care < 24hrs	Q202	Cessnock District Hospital	EDCDH	Emergency Department					0914478	29/12/1945	female	Pallipana	PFU	49855300		49855300		
24/11/13 14:03	Urgent specialist care < 24hrs	Q206	Maitland Hospital	EMERG	ED					2018350	02/09/1940	male	Racquesh	PFU	49855300		49855300		
24/11/13 14:00	Urgent specialist care < 24hrs	Q205	Kurri Kurri District Hospital	EDKDH	Emergency Department					0687380	25/05/1935	male	Okwor-Ojwang	PFU	49855300		49855300		
24/11/13 13:58	Urgent specialist care < 24hrs	Q214	Belmont Hospital	ED	Emergency					0590582	26/02/1989	male	Merran	PFU	498556300		49855300		
23/11/13 16:14	Urgent specialist care < 24hrs	Q225	Nelson Bay and District Polyclinic	EMPC	Emergency Department					2810366	28/10/1950	male	Ranasinghe	PFU	49855300		49855300		
23/11/13 15:15	Urgent specialist care < 24hrs	J225	Manning Base Hospital	ED - MBH	Emergency					2216981	11/08/1947	male	Vasfi	PFU	49855300		49855300		
23/11/13 14:46	Urgent specialist care < 24hrs	Q206	Maitland Hospital	EMERG	ED					0911453	17/12/2001	male	Candrick	PFU	49855300		49855300		
23/11/13 12:49	Urgent specialist care < 24hrs	Q209	Muswellbrook District Hospital	A	A					0782581	19/10/1979	male	Le	PFU	49855300		49855300		

Table 37: Inter Hospital Transfer Records - Data Elements

Field	Format	Definition	Rules/Calculations
Date Time Entered	DD/MM/YY hh:mm	Date/time the inter hospital transfer request was submitted.	N/A
Urgency	Alphanumeric	Urgency Category assigned to the transfer.	If Urgency Category equals one of: • Life Threatening • Urgent Specialist Care < 24 hours • Inpatient Specialist Care 24 – 72 hours • Return Transfer of Care Post Specialist Care Then the given Urgency Category is displayed. If Urgency Category equals: Future Inpatient Specialist Care 24 – 72 hours then the Urgency Category displays as "Inpatient Specialist Care 24 – 72 hours" If the Urgency Category equals: Future Return Transfer of Care Post Specialist Care then the Urgency Category displays as "Return Transfer of Care Post Specialist Care"
To Facility ID	Alphanumeric	Code of the facility the patient was transferred to based on HIE facility code identifiers.	Displays on To worksheet only
To Facility	Alphanumeric	Full name of the facility the patient was transferred to.	Displays on To worksheet only
From Facility ID	Alphanumeric	Code of the facility the patient was transferred from based on HIE facility code identifiers.	Displays on From worksheet only
From Facility	Alphanumeric	Full name of the facility the patient was transferred from.	Displays on From worksheet only
Requesting Ward Code	Alphanumeric	Ward Code the patient was admitted into when the transfer request was initiated.	N/A
Requesting Ward Description	Alphanumeric	Ward Description the patient was admitted into when the transfer request was initiated.	N/A
Current Ward Code	Alphanumeric	Ward Code the patient is currently admitted to.	N/A
Current Ward Description	Alphanumeric	Ward Description the patient is currently admitted to.	N/A
Surname	Alphanumeric	Patient's Surname.	N/A
First Name	Alphanumeric	Patient's First Name.	N/A
Patient ID	Alphanumeric	Patient's UID or MRN	Which value displays depends on the LHD preferences.
DOB	DD/MM/YYYY	Patient's Date of Birth.	N/A
Gender	Alphanumeric	Patient's gender.	N/A
Requesting Doctor	Alphanumeric	Name of the Doctor requesting the transfer.	N/A
Contact name	Alphanumeric	Contact name for the requesting Doctor.	N/A
Contact phone	Alphanumeric	Contact phone number for the requesting Doctor.	N/A
Receiving Doctor	Alphanumeric	Name of the Doctor accepting the patient at the receiving facility.	N/A
Receiving Doctor contact	Alphanumeric	Contact details for the receiving Doctor.	N/A
Financial Status	Alphanumeric	Patient's Financial Status which is based on their financial class (e.g. Public, Private, DVA, Compensable etc.)	N/A

Field	Format	Definition	Rules/Calculations
Financial Description	Alphanumeric	Patient's Financial Description associated with their financial class.	N/A
Bed Requested Info	Alphanumeric	Free text information about the bed required.	Information entered in the "Bed Type Required" field on the Transfer request window
Speciality code	Alphanumeric	Code of the speciality the patient was transferred under.	N/A
Specialty	Alphanumeric	Description of the speciality the patient was transferred under.	N/A
Transfer note	Alphanumeric	Free text information about the transfer.	Information entered in the "Transfer Notes" field on the Transfer request window
Isolation Requirement	Yes or No	Flag to indicate if the patient needs to be isolated.	N/A
Estimated Transfer Time	DD/MM/YY hh:mm	Date/time the patient is estimated to be discharged.	N/A
Request Accepted Info	Alphanumeric	Indicator as to how the confirmed field was completed.	Indicates how the transfer was flagged as "Confirmed": "no accept note" – the receiving facility manually ticked the "Confirmed" checkbox
Date Time Request Accepted	DD/MM/YY hh:mm	Date/time the bed is confirmed by the receiving hospital.	Date/time the user clicked on the "Confirmed" checkbox
Ward Allocated	Alphanumeric	Ward the patient has been allocated to at the receiving hospital.	N/A
Bed Allocated	Alphanumeric	Bed the patient has been allocated at the receiving hospital.	N/A
Date Time Bed Allocated	DD/MM/YY hh:mm	Date/time the bed was allocated.	Not applicable in the PFP
Patient Sent Info	Alphanumeric	Indicator as to how the field was completed.	Indicates how the transfer was flagged as "In Progress": • "No send note" – the sending facility manually ticked the "In Progress" checkbox on the Transfer window. • "System discharged" – the patient was discharged on the PAS at the sending facility and the system automatically updated the status.
Date Time Patient Sent	DD/MM/YY hh:mm	Date/time the patient was sent from the requesting facility.	Date/time the: • User clicks on the "In Progress" checkbox or • Patient was discharged from the sending facility via the PAS.
Patient Arrived Info	Alphanumeric	Indicator as to how the field was completed.	Indicates how the transfer was flagged as "Completed": • "No arrival note" – the receiving facility manually ticked the "Completed" checkbox. • "System admitted" – the patient was admitted by the receiving hospital on the PAS and the system automatically updated the status.
Date Time Patient Arrived	DD/MM/YY hh:mm	Date/time the patient arrived at the receiving facility.	Date/time the: • User clicks on the "Completed" checkbox or • Patient was admitted into the receiving hospital via the PAS.
Source	Alphanumeric	How the transfer request was created.	Indicates where the transfer request was initiated from within the PFP: • "PFP Manual" – the transfer was initiated from the Transfers tab. • "PFP List Views" – the transfer was initiated from the Patient List view.
Status	Alphanumeric	Current status of the transfer.	• "Created" = Requested • "Request accepted" = Confirmed • "Patient Sent" = In Progress • "Patient Arrived" = Completed

Field	Format	Definition	Rules/Calculations
Entered by	Alphanumeric	Login name of the user who entered the transfer.	N/A
Last updated by	Alphanumeric	Login name of the user who last edited the transfer details.	N/A
Count of Records	Numeric	Number of inter hospital transfer records in the specified date range.	Count of records in the reporting period

6.3 Patient Open Transfers

Table 55: Patient Open Transfers Overview

Report Title	Patient Open Transfers
Report Definition	Report that provides information on all outgoing and incoming open transfers within a specific facility.
Report Use	Can be used as a contemporary carry around list of expected transfers at meetings and for hospital reporting.
Report Data Source	PFP
User Access	All users except Ambulance Users
Report Type	Current Facility Snapshot
Report Format	PDF and Excel (default)
Report Prompts – mandatory unless otherwise stated	**Facilities**: The facility or facilities the user wants to run the report for. Facilities available for selection depends on the user's access rights.
Sort Order	**PDF**: Chronologically by Transfer Request date/time. **Excel:** **1st Sort**: Alphabetically by Facility From **2nd Sort**: Alphabetically by Facility To **3rd Sort**: Chronologically by Transfer Request date/time.
Alerts	N/A
Business rules	A transfer must have a status of "Requested", "Confirmed" or "In Progress" to appear on the report

Figure 38: Patient Open Transfers - Layout (PDF)

Figure 39: Patient Open Transfers - Layout (Excel)

Patient Open Transfers

Patient ID	Surname	First Name	Facility From	Facility To	Current Ward Code	Current Ward Description	Requesting Ward Code	Requesting Ward Description	Urgency Category	Specialty	Transfer Request Time	Estimated Transfer Time	Isolation Req.	Bed Info	Receiving Doctor	Open Transfer Time	Status	Transfer Note
							RNC3	RNC3	Inpatient specialist care 24-72hrs	Rehabilitation Medicine	21/11/13 07:57	21/11/13 07:55	No	Med	TBA	14 days 9 hours	Requested	
					RNC1	RNC 1 Orthopaedic Rehabilitation	RNC3	RNC 3 Orthopaedics	Inpatient specialist care 24-72hrs	Rehabilitation Medicine	21/11/13 15:01	21/11/13 15:00	No	Medical	TBA	14 days 2 hours	Requested	
							RNC3	RNC3	Inpatient Specialist Care 24 – 72 hours (Future)	Rehabilitation Medicine	22/11/13 08:54	25/11/13 13:30	No	Medical	TBA	10 days 4 hours	In Progress	
							F1	F1	Inpatient Specialist Care 24 – 72 hours (Future)	General Medicine	22/11/13 15:06	25/11/13 15:05	No	Medical	TBA	10 days 2 hours	In Progress	
							MACU	MACU	Inpatient specialist care 24-72hrs	General Medicine	25/11/13 10:26	25/11/13 10:25	No	Medical		10 days 7 hours	In Progress	
							G2ASU	G2ASU	Urgent specialist care < 24hrs	Neurosurgery	26/11/13 07:41	26/11/13 07:40	No	Surgical		9 days 9 hours	In Progress	
							EMERGENCY	EMERGENCY	Inpatient specialist care 24-72hrs	Medical Oncology	26/11/13 08:38	26/11/13 08:35	No	Medical		9 days 9 hours	Confirmed	
									Inpatient specialist care 24-72hrs	General Medicine	26/11/13 08:54	26/11/13 08:50	No	Med		9 days 8 hours	In Progress	
							EMERGENCY	EMERGENCY	Urgent specialist care < 24hrs	Cardiology - Procedural	26/11/13 10:58	26/11/13 10:55	No	Medical		9 days 6 hours	Confirmed	
							F1	F1	Inpatient specialist care 24-72hrs	Rehabilitation Medicine	26/11/13 11:18	26/11/13 11:15	No	Medical		9 days 6 hours	In Progress	
							G2ASU	G2ASU	Inpatient specialist care 24-72hrs	Rehabilitation Medicine	26/11/13 11:36	26/11/13 11:35	No	Medical	TBA	9 days 6 hours	In Progress	
							F1	F1	Inpatient specialist care 24-72hrs	Rehabilitation Medicine	26/11/13 12:08	26/11/13 12:05	No	Med	TBA	9 days 5 hours	In Progress	
							J3M	J3M	Urgent specialist care < 24hrs	Rehabilitation Medicine	26/11/13 12:47	26/11/13 12:45	No	Med		9 days 4 hours	In Progress	
							H3S	H3S	Inpatient specialist care 24-72hrs	General Medicine	26/11/13 13:54	26/11/13 13:50	Unknown	Med	ED Staff Specialist / Consultant	9 days 3 hours	In Progress	
					F1	F1 Orthopaedic	F1	F1 Orthopaedic	Inpatient specialist care 24-72hrs	General Medicine	26/11/13 14:01	26/11/13 14:00	No	Medical	ED Staff Specialist / Consultant	9 days 3 hours	Requested	
									Inpatient Specialist Care							6 days		

Table 56: Patient Open Transfers - Data Elements (PDF and Excel)

Field	Format	Definition	Report Format	Rules/Calculations
Patient ID	Alphanumeric	Patient's UID or MRN	PDF and Excel	Which value displays depends on the LHD preferences.
Patient Name	Alphanumeric	Patient's Surname, Patient's First Name.	PDF	N/A
Surname	Alphanumeric	Patient's Surname.	Excel	N/A
First Name	Alphanumeric	Patient's First Name.	Excel	N/A
Facility From	Alphanumeric	Facility the patient is to be transferred from.	PDF and Excel	N/A
Facility To	Alphanumeric	Facility the patient is to be transferred to.	PDF and Excel	N/A
Current Ward Code	Alphanumeric	Ward Code the patient is currently admitted into.	PDF and Excel	N/A
Current Ward Description	Alphanumeric	Ward Description the patient is currently admitted into.	Excel	N/A
Requesting Ward Code	Alphanumeric	Ward Code the patient was admitted into when the transfer request was initiated.	PDF and Excel	N/A
Requesting Ward Description	Alphanumeric	Ward Description the patient was admitted into when the transfer request was initiated.	Excel	N/A
Urgency Category	Alphanumeric	Urgency Category assigned to the transfer.	PDF and Excel	N/A
Specialty	Alphanumeric	Specialty of the patient's AMO.	PDF and Excel	N/A
Transfer Request Time	DD/MM/YY hh:mm AM	Date/time the transfer was requested.	PDF and Excel	System generated when the user requests the transfer
Estimated Transfer Time	DD/MM/YY hh:mm	Date/time the patient is estimated to be ready for transfer.	PDF and Excel	N/A
Isolation Req.	Yes or No	Flag to indicate if the patient requires isolation.	Excel	N/A
Bed Info	Alphanumeric	Free text information about the bed required.	PDF and Excel	Information entered in the "Bed Type Required" field.
Requesting Doctor	Alphanumeric	Name of the Doctor requesting the transfer.	PDF and Excel	N/A
Open Transfer Time	X days Y hours	Length of time the request has been open.	Excel	Expired transfers will display in red. Current transfers will display in black. Future estimated transfers will display in green.
Status	Alphanumeric	Current status of the transfer request.	Excel	Expired transfers will display in red. Current transfers will display in black. Future estimated transfers will display in green.
Transfer note	Alphanumeric	Free text information about the transfer.	PDF and Excel	Information entered in the "Transfer Notes" field on the Transfer request window.
Financial Status	Alphanumeric	Patient's Financial Status which is based on their financial class (e.g. Public, Private, DVA, Compensable etc.)	Excel	N/A
Financial Description	Alphanumeric	Patient's Financial Description associated with their financial class.	Excel	N/A
Entered by	Alphanumeric	Login name of the user who entered the transfer.	Excel	N/A

Field	Format	Definition	Report Format	Rules/Calculations
Last updated by	Alphanumeric	Login name of the user who last edited the transfer details.	Excel	N/A

6.4 Patient Open Transfers by LHD

Table 57: Patient Open Transfers by LHD Overview

Report Title	Patient Open Transfers by LHD
Report Definition	Report that provides information on all outgoing and incoming open transfers within a specific LHD.
Report Use	Can be used as a contemporary carry around list of expected transfers at meetings and for hospital and LHD reporting.
Report Data Source	PFP
User Access	Patient Flow Manager, Patient Flow Administrator, LHD User and MoH User
Report Type	Current Facility Snapshot
Report Format	Excel only
Report Prompts – mandatory unless otherwise stated	**LHD's**: The LHD or LHD's the user wants to run the report for. LHD's available for selection depends on the user's access rights.
Sort Order	**1st Sort**: Alphabetically by Facility From **2nd Sort**: Alphabetically by Facility To **3rd Sort**: Chronologically by Transfer Request date/time.
Alerts	N/A
Business rules	A transfer must have a status of "Requested", "Confirmed" or "In Progress" to appear on the report

Figure 40: Patient Open Transfers - Layout (Excel)

Patient Open Transfers by LHD

Patient ID	Surname	First Name	Facility From	Facility To	Current Ward Code	Current Ward Description	Requesting Ward Code	Requesting Ward Description	Urgency Category	Specialty	Transfer Request Time	Estimated Transfer Time	Isolation Req.	Bed Info	Receiving Doctor	Open Transfer Time	Status	Transfer Note
				Long Jetty Healthcare Centre			ICU1	ICU1	Inpatient specialist care 24-72hrs	[Not Specified]	20/06/11 11:33	20/06/11 11:33	Unknown	General	TBA	895 days 22 hours	In Progress	
				Gosford Hospital					Urgent specialist care < 24hrs	[Not Specified]	04/11/13 15:44	04/11/13 15:40	No			27 days 18 hours	Requested	S
				Gosford Hospital			11	11	Urgent specialist care < 24hrs	[Not Specified]	09/10/13 15:26	09/10/13 15:25	Unknown			53 days 18 hours	Confirmed	
				Gosford Hospital					Inpatient specialist care 24-72hrs	[Not Specified]	04/11/13 15:46	04/11/13 15:45	No			27 days 18 hours	Requested	
				NSCCAHS Transitional Care Beds (Central Coast)					Inpatient specialist care 24-72hrs	General Medicine	08/08/13 14:49	08/08/13 14:45	No	TCU		115 days 19 hours	Requested	PATU: # R interior pubic rami. dm
				Gosford Hospital			1	1	Urgent specialist care < 24hrs	Addiction Medicine	09/10/13 15:15	09/10/13 15:15	Yes	11		53 days 18 hours	Confirmed	
				Gosford Hospital					Inpatient specialist care 24-72hrs	Acute Geriatric Medicine	04/11/13 15:43	04/11/13 15:40	Yes		qq	27 days 18 hours	Requested	q
				Gosford Hospital					Urgent specialist care < 24hrs	[Not Specified]	04/11/13 16:54	04/11/13 16:50	No			27 days 17 hours	Requested	
				Gosford Hospital					Urgent specialist care < 24hrs	[Not Specified]	04/11/13 15:45	04/11/13 15:45	Unknown			27 days 18 hours	Requested	
				Long Jetty Healthcare Centre			SUR3	SUR3	Inpatient specialist care 24-72hrs	General Medicine	09/09/13 13:44	09/09/13 13:40	No	General	ED Staff Specialist / Consultant	83 days 20 hours	In Progress	PATU: # R ankle. dm 04/10 -no bed today at LJH. KC fhjdkahfjkdhsaff
				Long Jetty Healthcare Centre			MED1	MED1	Inpatient specialist care 24-72hrs	General Medicine	04/10/13 13:22	04/10/13 13:20	No	General	ED Staff Specialist / Consultant	58 days 20 hours	In Progress	PATU: CRF bilateral pleural effusion IDDM. dm
				Long Jetty Healthcare Centre			GSAC	GSAC	Urgent specialist care < 24hrs	[Not Specified]	15/11/13 10:46	15/11/13 10:45	Yes		Naidu, Damendran	16 days 23 hours	In Progress	
				Long Jetty Healthcare Centre			CCU	CCU	Life threatening	[Not Specified]	29/11/13 09:23	29/11/13 09:20	No		Nicol, Stephen	3 days	In Progress	
				NSCCAHS Transitional Care Beds (Central Coast)			CCU	CCU	Return Transfer of Care Post Specialist Care (Future)	[Not Specified]	29/11/13 15:13	30/11/13 10:10	No		Crookes, Michael	1 days 23 hours	In Progress	r
									Inpatient						ED Staff	68 days		Patu: schizophrenia and MDE. DD - schizoaffective depression with psychotic features. Significant r

Table 58: Patient Open Transfers by LHD - Data Elements

Field	Format	Definition	Rules/Calculations
Patient ID	Alphanumeric	Patient's UID or MRN	Which value displays depends on the LHD preferences.
Surname	Alphanumeric	Patient's Surname.	N/A
First Name	Alphanumeric	Patient's First Name.	N/A
Facility From	Alphanumeric	Facility the patient is to be transferred from.	N/A
Facility To	Alphanumeric	Facility the patient is to be transferred to.	N/A
Current Ward Code	Alphanumeric	Ward Code the patient is currently admitted into.	N/A
Current Ward Description	Alphanumeric	Ward Description the patient is currently admitted into.	N/A
Requesting Ward Code	Alphanumeric	Ward Code the patient was admitted into when the transfer request was initiated.	N/A
Requesting Ward Description	Alphanumeric	Ward Description the patient was admitted into when the transfer request was initiated.	N/A
Urgency Category	Alphanumeric	Urgency Category assigned to the transfer.	N/A
Specialty	Alphanumeric	Specialty of the patient's AMO.	N/A
Transfer Request Time	DD/MM/YY hh:mm AM	Date/time the transfer was requested.	System generated when the user requests the transfer
Estimated Transfer Time	DD/MM/YY hh:mm	Date/time the patient is estimated to be ready for transfer.	N/A
Isolation Req.	Yes or No	Flag to indicate if the patient requires isolation.	N/A
Bed Info	Alphanumeric	Free text information about the bed required.	Information entered in the "Bed Type Required" field.
Requesting Doctor	Alphanumeric	Name of the Doctor requesting the transfer.	N/A
Open Transfer Time	X days Y hours	Length of time the request has been open.	Expired transfers will display in red. Current transfers will display in black. Future estimated transfers will display in green.
Status	Alphanumeric	Current status of the transfer request.	Expired transfers will display in red. Current transfers will display in black. Future estimated transfers will display in green.
Transfer note	Alphanumeric	Free text information about the transfer.	Information entered in the "Transfer Notes" field on the Transfer request window.
Financial Status	Alphanumeric	Patient's Financial Status which is based on their financial class (e.g. Public, Private, DVA, Compensable etc.)	N/A
Financial Description	Alphanumeric	Patient's Financial Description associated with their financial class.	N/a
Entered by	Alphanumeric	Login name of the user who entered the transfer.	N/A
Last updated by	Alphanumeric	Login name of the user who last edited the transfer details.	N/A

6.5 Patient Transfer Cancellations

Table 59: Patient Transfer Cancellations Overview

Report Title	Patient Transfer Cancellations
Report Definition	Report of all transfers that were cancelled (i.e. not completed) within a given a date range for a specific facility.
Report Use	To look retrospectively at cancelled transfers, the reasons for cancellation and analysis of waits.
Report Data Source	PFP
User Access	All users except Ambulance Users
Report Format	PDF (default) and Excel
Report Prompts – mandatory unless otherwise stated	**Facilities**: The facility or facilities the user wants to run the report for. Facilities available for selection depends on the user's access rights. **From Date** (default = Today): The start date for the report based on the "Transfer Cancel date/time" of the transfer. **To Date** (default = Today): The end date for the report based on the "Transfer Cancel date/time" of the transfer.
Sort Order	**PDF**: Chronologically by Transfer Request date/time. **Excel** **1st Sort**: Alphabetically by Facility From **2nd Sort**: Alphabetically by Facility To **3rd Sort**: Chronologically by Transfer Request date/time.
Alerts	N/A
Business rules	A transfer must have a status of "Cancelled" to appear on the report.

Figure 41: Patient Transfer Cancellations - Layout (PDF)

Patient Transfer Cancellations

For the Period 1/06/13 to 5/12/13

From

Patient ID	Patient Name	Facility To	Urgency Category	Specialty	Transfer Request Time	Estimated Transfer Time	Transfer Cancel Time	Cancel Reason	Cancel Notes
		Emmaville - Vegetable Creek Multi-Purpose Service	Return Transfer of Care Post Specialist Care	Acute Geriatric Medicine	11/06/13 09:42	12/06/13 12:35	12/06/13 13:53	Cancelled by receiving hospital	pt now for respite at glen innes nh
		Tamworth Base Hospital	Inpatient specialist care 24-72hrs	Orthopaedic Surgery	11/06/13 13:19	11/06/13 13:15	17/06/13 12:40	Patient transferred to another facility	TRRH - no bed available - for tranmsfer back to own aged care facilitty - now pending transport
		Tamara Private Hospital	Inpatient specialist care 24-72hrs	Orthopaedic Surgery	11/06/13 13:31	11/06/13 13:30	16/06/13 16:22	Others	
		Maitland Hospital	Urgent specialist care < 24hrs	Paediatrics	14/08/13 19:22	14/08/13 19:20	15/08/13 13:06	Patient transferred to another facility	
		Maitland Hospital	Urgent specialist care < 24hrs	General Medicine	14/08/13 19:23	14/08/13 19:20	14/08/13 21:54	Others	Wrong Referring Hospital
		John Hunter Hospital	Inpatient specialist care 24-72hrs	Neurosurgery	23/08/13 13:57	27/08/13 13:55	04/09/13 17:11	Request for transfer not appropriate	
		Lake Macquarie Private Hospital	Urgent specialist care < 24hrs	Cardiology - Procedural	26/08/13 15:05	26/08/13 15:00	26/08/13 17:05	Patient transferred to another facility	
		John Hunter Hospital	Urgent specialist care < 24hrs	Orthopaedic Surgery	22/09/13 13:08	22/09/13 12:55	22/09/13 13:17	Others	Duplicate Data Entry
		John Hunter Hospital	Inpatient specialist care 24-72hrs	Cardiology - Procedural	23/10/13 22:17	23/10/13 22:15	24/10/13 16:06	Others	Error
		John Hunter Hospital	Urgent specialist care < 24hrs	Cardiology - Procedural	09/11/13 11:50	09/11/13 11:50	10/11/13 13:13	Patient transferred to another facility	Pt sent to RPA 9/11
		John Hunter Hospital	Inpatient specialist care 24-72hrs	Cardiology - Medical	13/11/13 14:37	15/11/13 14:30	14/11/13 11:21	Others	
		John Hunter Hospital	Urgent specialist care < 24hrs	Cardiology - Procedural	15/11/13 15:54	15/11/13 17:00	15/11/13 21:59	Patient transferred to another facility	

To

Patient ID	Patient Name	Facility From	Urgency Category	Specialty	Transfer Request Time	Estimated Transfer Time	Transfer Cancel Time	Cancel Reason	Cancel Notes
		John Hunter Hospital	Inpatient specialist care 24-72hrs	General Medicine	31/05/13 16:45	31/05/13 16:40	02/06/13 12:24	Patient discharged	
		Lake Macquarie Private Hospital	Return Transfer of Care Post Specialist Care	General Medicine	24/07/13 14:38	25/07/13 10:30	25/07/13 11:03	Patient transferred to another facility	

Figure 42: Patient Transfer Cancellations - Layout (Excel)

Patient Transfer Cancellations

For the Period 1/08/13 to 29/11/13

Patient ID	Surname	First Name	Facility From	Facility To	Urgency Category	Specialty	Transfer Request Time	Estimated Transfer Time	Transfer Cancel Time	Cancel Reason	Cancel Notes
			John Hunter Hospital	Newcastle Private Hospital	Inpatient specialist care 24-72hrs	Rehabilitation Medicine	12/07/13 08:52	12/07/13 08:50	08/08/13 13:55	Request for transfer not appropriate	
			John Hunter Hospital	Maitland Hospital	Return Transfer of Care Post Specialist Care	Orthopaedic Surgery	24/07/13 14:50	26/07/13 10:30	01/08/13 15:04	Request for transfer not appropriate	
			John Hunter Hospital	Calvary Mater Newcastle	Inpatient specialist care 24-72hrs	Radiation Oncology	26/07/13 16:23	26/07/13 16:20	01/08/13 08:11	Patient transferred to another facility	
			John Hunter Hospital	Newcastle Private Hospital	Inpatient specialist care 24-72hrs	Rehabilitation Medicine	26/07/13 21:31	26/07/13 21:30	22/08/13 09:15	Request for transfer not appropriate	
			John Hunter Hospital	Newcastle Private Hospital	Inpatient specialist care 24-72hrs	Rehabilitation Medicine	30/07/13 13:02	30/07/13 12:55	07/08/13 11:00	Patient transferred to another facility	
			John Hunter Hospital	Coffs Harbour Base Hospital	Inpatient specialist care 24-72hrs	General Medicine	31/07/13 09:09	31/07/13 09:05	01/08/13 16:17	Treatment provided/completed at admitting hospital	
			John Hunter Hospital	Maitland Hospital	Inpatient specialist care 24-72hrs	Orthopaedic Surgery	31/07/13 14:11	31/07/13 14:10	01/08/13 09:57	Patient discharged	
			John Hunter Hospital	Hunter Valley Private Hospital	Inpatient specialist care 24-72hrs	Rehabilitation Medicine	02/08/13 12:16	02/08/13 12:15	03/08/13 16:32	Cancelled by receiving hospital	J3 unable to advise if patient is waiting transfer
			John Hunter Hospital	Newcastle Private Hospital	Inpatient specialist care 24-72hrs	Rehabilitation Medicine	02/08/13 17:27	02/08/13 17:25	21/08/13 07:29	Request for transfer not appropriate	
			John Hunter Hospital	Hunter Valley Private Hospital	Inpatient specialist care 24-72hrs	Rehabilitation Medicine	05/08/13 11:20	05/08/13 11:15	07/08/13 15:48	Patient discharged	
			John Hunter Hospital	Newcastle Private Hospital	Inpatient specialist care 24-72hrs	Rehabilitation Medicine	06/08/13 14:43	06/08/13 14:40	07/08/13 14:10	Patient discharged	
			John Hunter Hospital	Maitland Private Hospital	Inpatient specialist care 24-72hrs	Rehabilitation Medicine	06/08/13 15:00	06/08/13 14:55	09/08/13 12:17	Others	Other Facility
			John Hunter Hospital	Hunter Valley Private Hospital	Inpatient specialist care 24-72hrs	Rehabilitation Medicine	06/08/13 15:30	06/08/13 15:25	07/08/13 12:11	Request for transfer not appropriate	MI Overnight. Cancelled
			John Hunter Hospital	Warners Bay Private Hospital	Inpatient specialist care 24-72hrs	Rehabilitation Medicine	07/08/13 14:02	07/08/13 14:00	20/08/13 15:37	Patient transferred to another facility	
			John Hunter Hospital	Maitland Hospital	Inpatient specialist care 24-72hrs	General Medicine	07/08/13 15:30	07/08/13 15:25	13/08/13 12:59	Patient discharged	
			John Hunter Hospital	Nelson Bay and District Polyclinic	Return Transfer of Care Post Specialist Care	General Medicine	08/08/13 13:10	09/08/13 10:00	12/08/13 13:07	Patient discharged	

Table 60: Patient Transfer Cancellations - Data Elements (PDF and Excel)

Field	Format	Definition	Report Format	Rules/Calculations
Patient ID	Alphanumeric	Patient's UID or MRN	PDF and Excel	Which value displays depends on the LHD preferences.
Patient Name	Alphanumeric	Patient's name.	PDF	Displayed as Surname, First Name.
Surname	Alphanumeric	Patient's Surname.	Excel	N/A
First Name	Alphanumeric	Patient's First Name.	Excel	N/A
Facility From	Alphanumeric	Facility the patient is to be transferred from.	PDF and Excel	N/A
Facility To	Alphanumeric	Facility the patient is to be transferred to.	PDF and Excel	N/A
Urgency Category	Alphanumeric	Urgency Category assigned to the transfer.	PDF and Excel	If Urgency Category equals one of: Life Threatening Urgent Specialist Care < 24 hours Inpatient Specialist Care 24 – 72 hours Return Transfer of Care Post Specialist Care Then the given Urgency Category is displayed.

If Urgency Category equals: Future Inpatient Specialist Care 24 – 72 hours then the Urgency Category displays as "Inpatient Specialist Care 24 – 72 hours"

If the Urgency Category equals: Future Return Transfer of Care Post Specialist Care then the Urgency Category displays as "Return Transfer of Care Post Specialist Care" |
Specialty	Alphanumeric	Specialty of the patient's AMO.	PDF and Excel	
Transfer Request Time	DD/MM/YY hh:mm AM	Date/time the transfer was requested.	PDF and Excel	System generated when the user requests the transfer
Estimated Transfer Time	DD/MM/YY hh:mm	Date/time the patient was estimated to be ready for transfer.	PDF and Excel	N/A
Cancel Transfer Time	DD/MM/YY hh:mm	Date/time the transfer was cancelled.	PDF and Excel	N/A
Cancel Reason	Alphanumeric	The reason the transfer was cancelled.	PDF and Excel	Selected from a pre-defined drop down list: Patient deceased Patient discharged Patient transferred to another facility Treatment provided/completed at admitting hospital Request for transfer not appropriate Cancelled by receiving hospital Others
Cancel Notes	Alphanumeric	Free text field to record additional information regarding the cancelled transfer.	PDF and Excel	N/A

6.6 Patient Transfer Times

Table 61: Patient Transfer Times overview

Report Title	Patient Transfer Times
Report Definition	Reports on the time taken to complete all incoming and outgoing transfers at a specific facility.
Report Use	Can be used for: • Hospital reporting to identify patients who breached Urgency Category transfer times. • Searching for a specific completed patient transfer.
Report Data Source	PFP
User Access	All users except Ambulance Users
Report Format	PDF (default) and Excel
Report Prompts – mandatory unless otherwise stated	**Facilities**: The facility or facilities the user wants to run the report for. Facilities available for selection depends on the user's access rights. **From Date** (default = Today): The start date for the report based on the "Completed date/time" of the transfer. **To Date** (default = Today): The end date for the report based on the "Completed date/time" of the transfer. **First Name** (optional): First Name of the patient when searching for a specific transfer. **Surname** (optional): Surname of the patient when searching for a specific transfer. **DOB** (optional): DOB of the patient when searching for a specific transfer.
Sort Order	Chronologically by Transfer Request date/time.
Alerts	The "Req/Est to Completed time" will be highlighted in red text for any transfers that have exceeded the expiration period for the given Urgency Category: <table><tr><th>Urgency Category</th><th>Duration to Expire</th></tr><tr><td>Life Threatening</td><td>> 4 hours</td></tr><tr><td>Urgent Specialist Care < 24 hours</td><td>> 24 hours</td></tr><tr><td>Inpatient Specialist Care 24 – 72 hours</td><td>>72 hours</td></tr><tr><td>Return Transfer of Care Post Specialist Care</td><td>> 1 Business Day</td></tr><tr><td>Future Inpatient Specialist Care 24 – 72 hours</td><td>> 72 hours based on Estimated Transfer Date/Time</td></tr><tr><td>Future Return Transfer of Care Post Specialist Care</td><td>> 1 Business Day based on Estimated Transfer Date/Time</td></tr></table>
Business rules	• A transfer must have a status of "Completed" to be included in the report. • If a transfer status e.g. "Confirmed" does not have a date/time recorded, any calculations that utilise these date/times will be calculated as null. • If a calculation results in a negative value e.g. for Urgency Categories that use the "Estimated Transfer Date" this will be displayed as "zero" minutes.

Figure 43: Patient Transfer Times - Layout (PDF)

Patient Transfer Times

For the Period 1/08/13 to 5/12/13

From

Patient ID	Patient Name	Facility To	Urgency Category	Specialty	Estimated Transfer Time	Transfer Request Time	Bed Confirmed Time	Request to Confirmed Time	Patient Sent Time	Confirmed to Sent Time	Transfer Completed Time	Sent to Completed Time	Req/Est to Completed Time*
			Inpatient specialist care 24-72hrs	Rehabilitation Medicine	22/07/13 16:55	22/07/13 16:57	06/08/13 18:56	15 days,1 hours,59 mins	07/08/13 13:26	18 hours,30 mins	07/08/13 20:46	7 hours,20 mins	16 days,3 hours,49 mins
			Inpatient Specialist Care 24 – 72 hours (Future)	Plastic & Reconstructive Surgery	01/08/13 10:50	23/07/13 10:56	06/08/13 09:25	13 days,22 hours,29 mins	06/08/13 11:05	1 hours,40 mins	06/08/13 13:30	2 hours,25 mins	5 days,2 hours,40 mins
			Inpatient specialist care 24-72hrs	Rehabilitation Medicine	23/07/13 12:50	23/07/13 12:50	24/07/13 14:51	1 days,2 hours,1 mins	01/08/13 17:55	8 days,3 hours,4 mins	01/08/13 19:50	1 hours,55 mins	9 days,7 hours,
			Inpatient specialist care 24-72hrs	Rehabilitation Medicine	23/07/13 14:40	23/07/13 14:45	01/08/13 11:54	8 days,21 hours,9 mins	01/08/13 13:05	1 hours,11 mins	01/08/13 16:21	3 hours,16 mins	9 days,1 hours,36 mins
			Inpatient specialist care 24-72hrs	General Medicine	29/07/13 14:35	29/07/13 14:37	02/08/13 15:16	4 days,39 mins	06/08/13 20:00	4 days,4 hours,44 mins	06/08/13 20:00	0 mins	8 days,5 hours,23 mins
			Inpatient specialist care 24-72hrs	General Medicine	29/07/13 14:40	29/07/13 14:43			02/08/13 18:33		02/08/13 22:06	3 hours,33 mins	4 days,7 hours,23 mins
			Inpatient specialist care 24-72hrs	General Medicine	29/07/13 14:55	29/07/13 14:57	13/08/13 10:40	14 days,19 hours,43 mins	13/08/13 13:05	2 hours,25 mins	13/08/13 14:08	1 hours,3 mins	14 days,23 hours,11 mins
			Inpatient specialist care 24-72hrs	General Medicine	01/08/13 10:00	30/07/13 11:24	01/08/13 13:08	2 days,1 hours,44 mins	01/08/13 17:00	3 hours,52 mins	01/08/13 16:00	0 mins	2 days,4 hours,36 mins
			Inpatient specialist care 24-72hrs	Rehabilitation Medicine	30/07/13 11:25	30/07/13 11:25	31/07/13 09:21	21 hours,56 mins	01/08/13 10:15	1 days,54 mins	01/08/13 16:18	6 hours,3 mins	2 days,4 hours,53 mins
			Inpatient specialist care 24-72hrs	Rehabilitation Medicine	30/07/13 12:55	30/07/13 12:56			01/08/13 13:06		01/08/13 16:22	3 hours,16 mins	2 days,3 hours,26 mins
			Inpatient specialist care 24-72hrs	Rehabilitation Medicine	01/08/13 10:30	30/07/13 12:58	15/08/13 12:03	15 days,23 hours,5 mins	15/08/13 15:50	3 hours,47 mins	15/08/13 19:54	4 hours,4 mins	16 days,6 hours,56 mins
			Inpatient specialist care 24-72hrs	Rehabilitation Medicine	30/07/13 16:50	30/07/13 16:54	01/08/13 09:46	1 days,16 hours,52 mins	01/08/13 12:35	2 hours,49 mins	01/08/13 12:41	6 mins	1 days,19 hours,47 mins
			Inpatient specialist care 24-72hrs	General Surgery	31/07/13 09:05	31/07/13 09:08	01/08/13 09:05	23 hours,57 mins	01/08/13 14:30	5 hours,25 mins	01/08/13 18:35	4 hours,5 mins	1 days,9 hours,27 mins
			Urgent specialist care < 24hrs	General Medicine	31/07/13 09:10	31/07/13 09:14	01/08/13 11:42	1 days,2 hours,28 mins	01/08/13 11:55	13 mins	01/08/13 14:43	2 hours,48 mins	1 days,5 hours,29 mins

Figure 44: Patient Transfer Times - Layout (Excel)

Patient Transfer Times

For the Period 1/08/13 to 5/12/13

Patient ID	Surname	First Name	Facility From	Facility To	Urgency Category	Specialty	Estimated Transfer Time	Transfer Request Time	Bed Confirmed Time	Request to Confirmed Time	Patient Sent Time	Confirmed to Sent Time	Transfer Completed Time	Sent to Completed Time	Req/Est to Completed Time*
					Inpatient specialist care 24-72hrs	Rehabilitation Medicine	22/07/13 16:55	22/07/13 16:57	06/08/13 18:56	15 days,1 hours,59 mins	07/08/13 13:26	18 hours,30 mins	07/08/13 20:46	7 hours,20 mins	16 days,3 hours,49 mins
					Inpatient Specialist Care 24 – 72 hours (Future)	Plastic & Reconstructive Surgery	01/08/13 10:50	23/07/13 10:56	06/08/13 09:25	13 days,22 hours,29 mins	06/08/13 11:05	1 hours,40 mins	06/08/13 13:30	2 hours,25 mins	5 days,2 hours,40 mins
					Inpatient specialist care 24-72hrs	Rehabilitation Medicine	23/07/13 12:50	23/07/13 12:50	24/07/13 14:51	1 days,2 hours,1 mins	01/08/13 17:55	8 days,3 hours,4 mins	01/08/13 19:50	1 hours,55 mins	9 days,7 hours,
					Inpatient specialist care 24-72hrs	Rehabilitation Medicine	23/07/13 14:40	23/07/13 14:45	01/08/13 11:54	8 days,21 hours,9 mins	01/08/13 13:05	1 hours,11 mins	01/08/13 16:21	3 hours,16 mins	9 days,1 hours,36 mins
					Inpatient specialist care 24-72hrs	General Medicine	29/07/13 14:35	29/07/13 14:37	02/08/13 15:16	4 days,39 mins	06/08/13 20:00	4 days,4 hours,44 mins	06/08/13 20:00	0 mins	8 days,5 hours,23 mins
					Inpatient specialist care 24-72hrs	General Medicine	29/07/13 14:40	29/07/13 14:43			02/08/13 18:33		02/08/13 22:06	3 hours,33 mins	4 days,7 hours,23 mins
					Inpatient specialist care 24-72hrs	General Medicine	29/07/13 14:55	29/07/13 14:57	13/08/13 10:40	14 days,19 hours,43 mins	13/08/13 13:05	2 hours,25 mins	13/08/13 14:08	1 hours,3 mins	14 days,23 hours,11 mins
					Inpatient specialist care 24-72hrs	General Medicine	01/08/13 10:00	30/07/13 11:24	01/08/13 13:08	2 days,1 hours,44 mins	01/08/13 17:00	3 hours,52 mins	01/08/13 16:00	0 mins	2 days,4 hours,36 mins
					Inpatient specialist care 24-72hrs	Rehabilitation Medicine	30/07/13 11:25	30/07/13 11:25	31/07/13 09:21	21 hours,56 mins	01/08/13 10:15	1 days,54 mins	01/08/13 16:18	6 hours,3 mins	2 days,4 hours,53 mins
					Inpatient specialist care 24-72hrs	Rehabilitation Medicine	30/07/13 12:55	30/07/13 12:56			01/08/13 13:06		01/08/13 16:22	3 hours,16 mins	2 days,3 hours,26 mins
					Inpatient specialist care 24-72hrs	Rehabilitation Medicine	01/08/13 10:30	30/07/13 12:58	15/08/13 12:03	15 days,23 hours,5 mins	15/08/13 15:50	3 hours,47 mins	15/08/13 19:54	4 hours,4 mins	16 days,6 hours,56 mins
					Inpatient specialist care 24-72hrs	Rehabilitation Medicine	30/07/13 16:50	30/07/13 16:54	01/08/13 09:46	1 days,16 hours,52 mins	01/08/13 12:35	2 hours,49 mins	01/08/13 12:41	6 mins	1 days,19 hours,47 mins
					Inpatient specialist care 24-72hrs	General Surgery	31/07/13 09:05	31/07/13 09:08	01/08/13 09:05	23 hours,57 mins	01/08/13 14:30	5 hours,25 mins	01/08/13 18:35	4 hours,5 mins	1 days,9 hours,27 mins
					Urgent specialist care < 24hrs	General Medicine	31/07/13 09:10	31/07/13 09:14	01/08/13 11:42	1 days,2 hours,28 mins	01/08/13 11:55	13 mins	01/08/13 14:43	2 hours,48 mins	1 days,5 hours,29 mins
					Inpatient specialist care 24-72hrs	Rehabilitation Medicine	31/07/13 10:20	31/07/13 10:24	01/08/13 11:53	1 days,1 hours,29 mins	01/08/13 16:19	4 hours,26 mins	01/08/13 16:20	1 mins	1 days,5 hours,56 mins
					Inpatient specialist care 24-72hrs	Medical Oncology	31/07/13 11:10	31/07/13 11:11	05/08/13 09:16	4 days,22 hours,5	05/08/13 14:31	5 hours,15 mins	05/08/13 15:37	1 hours,6 mins	5 days,4 hours,26

Table 62: Patient Transfer Times - Data Elements (PDF and Excel)

Field	Format	Definition	Report Format	Rules/Calculations
Patient ID	Alphanumeric	Patient's UID or MRN	PDF and Excel	Which value displays depends on the LHD preferences.
Patient Name	Alphanumeric	Patient's Surname, Patient's First Name.	PDF	N/A
Surname	Alphanumeric	Patient's Surname.	Excel	N/A
First Name	Alphanumeric	Patient's First Name.	Excel	N/A
Facility From	Alphanumeric	Facility the patient was transferred from.	PDF and Excel	N/A
Facility To	Alphanumeric	Facility the patient was transferred to.	PDF and Excel	N/A
Urgency Category	Alphanumeric	Urgency category allocated to the transfer.	PDF and Excel	N/A
Specialty	Alphanumeric	Specialty of the patient's AMO.	PDF and Excel	N/A
Estimated Transfer Time	DD/MM/YY hh:mm	Date/time the patient is estimated to be transferred.	PDF and Excel	N/A
Transfer Request Time	DD/MM/YY hh:mm	Date/time the transfer was requested.	PDF and Excel	System generated time based on when the transfer was requested.
Bed Confirmed Time	DD/MM/YY hh:mm	Date/time the bed was confirmed by the receiving facility.	PDF and Excel	Time the receiving hospital ticks the "Confirm" checkbox.
Request to Confirmed Time	XX day(s) XX hour(s) XX min(s)	Time taken between the Request Transfer Time and the time the bed was confirmed.	PDF and Excel	"Bed Confirmed Time" minus "Transfer Request Time".
Patient Sent Time	DD/MM/YY hh:mm	Date/time the patient was sent from the requesting facility.	PDF and Excel	Earliest of: Time the sending hospital clicks on the "In Progress" checkbox or Time patient is discharged from the sending hospital on the PAS
Confirmed to Sent Time	XX day(s) XX hour(s) XX min(s)	Time taken between the time the bed was confirmed and the time the patient was discharged from the requesting facility.	PDF and Excel	"In Progress Time" minus "Bed Confirmed Time".
Transfer Completed Time	DD/MM/YY hh:mm	Date/time the patient arrived at the receiving facility.	PDF and Excel	Earliest of: Time the receiving hospital clicks on the "Completed" checkbox or Time patient is admitted into the receiving hospital on the PAS
Sent to Completed Time	XX day(s) XX hour(s) XX min(s)	Time taken between the time the patient was discharged from the requesting facility and arriving at the receiving facility	PDF and Excel	"Completed Time" minus "In Progress Time".

Field	Format	Definition	Report Format	Rules/Calculations
Req/Est to Completed time	XX day(s) XX hour(s) XX min(s)	Total time taken between either the Transfer request time or the Estimated transfer time, depending on the Urgency Category, and the time the transfer was completed.	PDF and Excel	If Urgency Category equals one of: Life Threatening Urgent Specialist Care < 24 hours Inpatient Specialist Care 24 – 72 hours Return Transfer of Care Post Specialist Care then "Completed Time" minus "Transfer Request Time" If Urgency Category equals one of: Future Inpatient Specialist Care 24 – 72 hours Future Return Transfer of Care Post Specialist Care then "Completed Time" minus "Estimated Transfer Time" If the "Req/Est to Completed time" exceeds the expiration time for the given Urgency Category the value will be displayed in red.

6.7 Patient Transfer Times Graph

Table 63: Patient Transfer Times Graph overview

Report Title	Patients Transfer Times Graph
Report Definition	Number of completed transfers into and out of a specific facility including how many were within and outside the defined expiration periods for each urgency category.
Report Use	Provides accessible information indicating the: • Frequency of meeting transfer time expiration periods. • Sending and receiving hospitals that are not meeting the Urgency Category transfer timeframes.
Report Data Source	PFP
User Access	All users except Ambulance Users
Report Format	PDF only
Sub reports	Produces eight sub reports, one each of the following for transfers into and out of a specific facility: **Urgency Category within/outside time graph**: A graph detailing counts of transfers into/out of a specific facility by Urgency Category that were within and outside the expiration periods. **Urgency Category summary table**: A table detailing the shortest, longest and average transfer times into/out of a specific facility per Urgency Category. **Transfers from/to facility within/outside time graph**: A graph detailing the transfers from/to each facility that were within and outside the expiration periods, regardless of Urgency Category. **Transfers from/to facility within/outside time summary table**: A table detailing the counts of transfers from/to each facility that were within and outside the expiration periods, regardless of Urgency Category. **Not**e: Expiration period is the recommended clinical timeframe for each Urgency Category in regards to transferring the patient.
Report Prompts – mandatory unless otherwise stated	**Facilities**: The facility or facilities the user wants to run the report for. Facilities available for selection depends on the user's access rights. **From Date** (default = Today): The start date for the report based on the "Completed date/time" of the transfer. **To Date** (default = Today): The end date for the report based on the "Completed date/time" of the transfer.
Sort Order	**Urgency Category within/outside time graph**: Urgency Category **Urgency Category summary table**: Urgency Category **Transfers from/to facility within/outside time graph**: Alphabetically by facility **Transfers from/to facility within/outside time summary table**: Alphabetically by facility
Alerts	N/A
Business rules	A transfer must have a status of "Completed" to be included on the report.

Figure 45: Patient Transfer Times Graph - Urgency Category Within / Outside Time Graph Layout
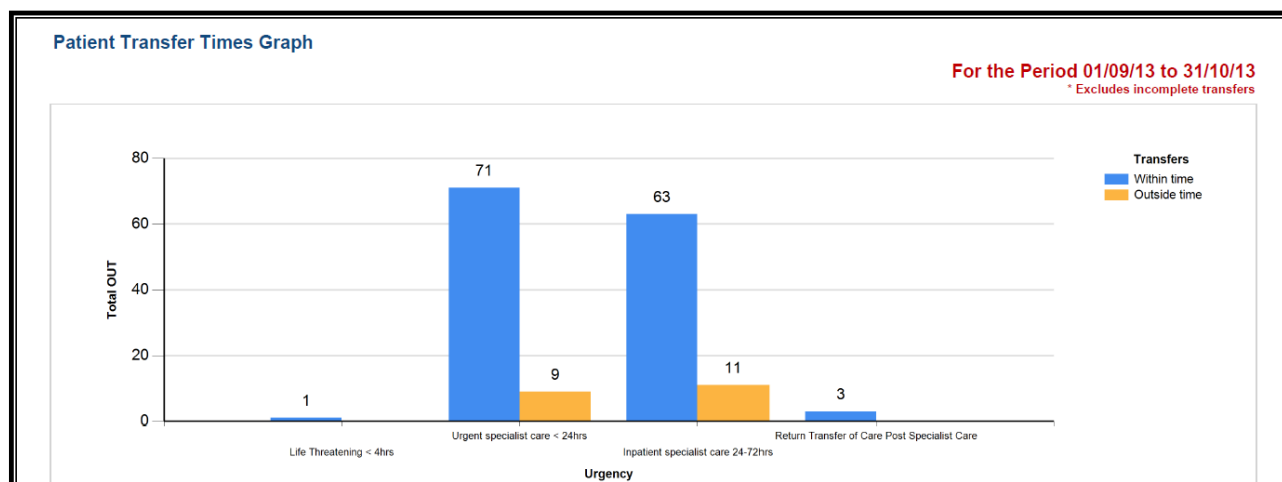
Table 64: Patient Transfer Times Graph - Urgency Category Within / Outside Time Graph Data Elements

Field	Format	Definition	Rules/Calculations
Transfers OUT and IN			
Urgency	Vertical Grouped Bar Chart	Classifies the transfers out or into the facility as being within or outside the expiration period for each Urgency Category: • Life Threatening • Urgent specialist care < 24hrs • Inpatient specialist care 24-72hrs • Return Transfer of Care Post Specialist Care	Count of completed transfers out or into the facility that are within and outside their expiration period for each urgency category: Urgency Category / Duration to Expire: Life Threatening — > 4 hours Urgent Specialist Care < 24 hours — > 24 hours Inpatient Specialist Care 24 – 72 hours — >72 hours Return Transfer of Care Post Specialist Care — > 1 Business Day Future Inpatient Specialist Care 24 – 72 hours — > 72 hours based on Estimated Transfer Date/Time Future Return Transfer of Care Post Specialist Care — > 1 Business Day based on Estimated Transfer Date/Time If Urgency Category equals one of: • Life Threatening • Urgent Specialist Care < 24 hours • Inpatient Specialist Care 24 – 72 hours • Return Transfer of Care Post Specialist Care Then the transfer is included in the count for the given Urgency Category. If Urgency Category equals: Future Inpatient Specialist Care 24 – 72 hours then the transfer is included in the count for the "Inpatient Specialist Care 24 – 72 hours" Urgency Category If the Urgency Category equals: Future Return Transfer of Care Post Specialist Care then the transfer is included in the count for the "Return Transfer of Care Post Specialist Care" Urgency Category

Figure 46: Patient Transfer Times Graph - Urgency Category Summary Table Layout

Table 65: Patient Transfer Times Graph - Urgency Category Summary Table Data Elements

Field	Format	Definition	Derivation/ calculation
Transfers OUT and IN			
Transfer Time		Total time taken between either the Transfer request time or the Estimated transfer time, depending on the Urgency Category, and the time the transfer was completed.	If Urgency Category equals one of: • Life Threatening • Urgent Specialist Care < 24 hours • Inpatient Specialist Care 24 – 72 hours • Return Transfer of Care Post Specialist Care Then "Completed Time" minus "Transfer Request Time". If Urgency Category equals one of: • Future Inpatient Specialist Care 24 – 72 hours • Future Return Transfer of Care Post Specialist Care Then "Completed Time" minus "Estimated Transfer Time".
Shortest Transfer Time	XX day(s) XX hour(s) XX min(s)	The time expressed in days, hours and minutes for the quickest transfer out or into the facility for the given Urgency Category.	Minimum Transfer Time for specified date range. If Completed Time" minus "Estimated Transfer Time" = a negative value this will be excluded from the calculation.
Longest Transfer Time	XX day(s) XX hour(s) XX min(s)	The time expressed in days, hours and minutes for the slowest transfer out or into the facility for the given Urgency Category.	Maximum Transfer Time for specified date range. If Completed Time" minus "Estimated Transfer Time" = a negative value this will be excluded from the calculation.
Average Transfer Time	XX day(s) XX hour(s) XX min(s)	The average time expressed in days, hours and minutes for all transfers out or into the facility for the given Urgency Category.	Mean Transfer Time for all transfers in specified date range. If Completed Time" minus "Estimated Transfer Time" = a negative value this will be excluded from the calculation.

Figure 47: Patient Transfer Times Graph - Transfers From / To Facility Within / Outside Time Graph Layout
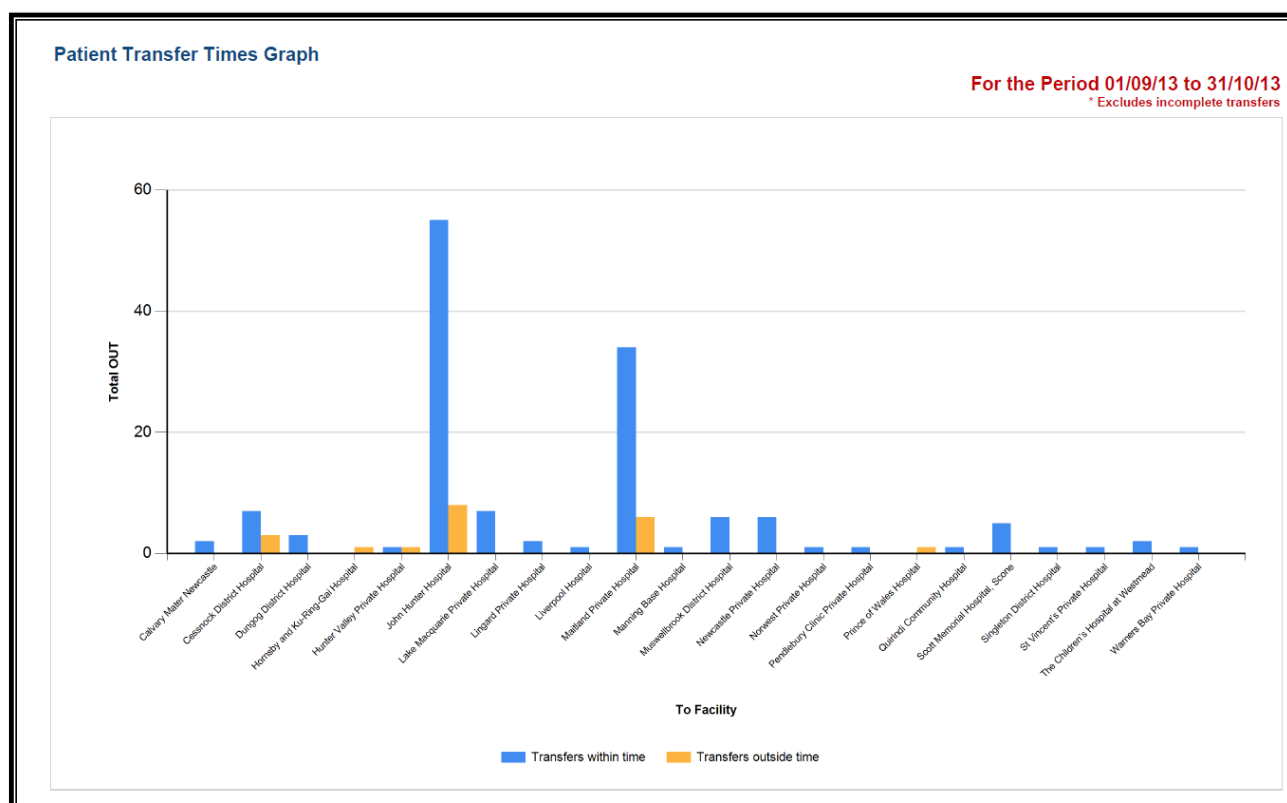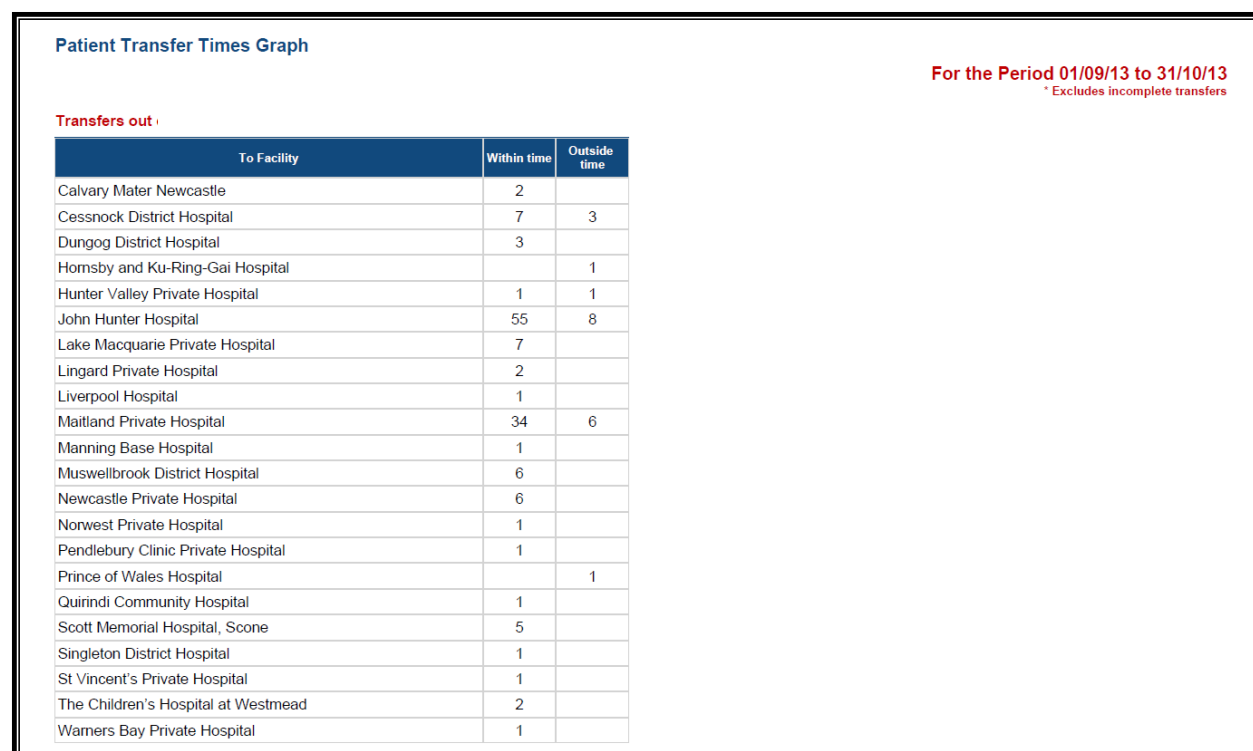

Table 66: Patient Transfer Times Graph - Transfers From / To Facility Within/Outside Time Graph Data Elements

Field	Format	Definition	Rules/Calculations
Transfers OUT and IN			
To Facility or From Facility	Vertical Grouped Bar Chart	Classifies the transfers to each facility as being within or outside the expiration period for all Urgency Categories.	Count of completed transfers from or to each facility that were within and outside the expiration period for the Urgency Category of the transfer:

Count of completed transfers from or to each facility that were within and outside the expiration period for the Urgency Category of the transfer:

Urgency Category	Duration to Expire
Life Threatening	> 4 hours
Urgent Specialist Care < 24 hours	> 24 hours
Inpatient Specialist Care 24 – 72 hours	>72 hours
Return Transfer of Care Post Specialist Care	> 1 Business Day
Future Inpatient Specialist Care 24 – 72 hours	> 72 hours based on Estimated Transfer Date/Time
Future Return Transfer of Care Post Specialist Care	> 1 Business Day based on Estimated Transfer Date/Time

Figure 48: Patient Transfer Times Graph - Transfers From/To Facility Within/Outside Time Summary Table Layout

Table 67: Patient Transfer Times Graph - Transfers From/To Facility Within/Outside Time Summary Table Data Elements

Field	Format	Definition	Rules/Calculations
Transfers OUT and IN			
From Facility or To Facility	Alphanumeric	Name of facility the patient was transferred from or to.	N/A
Within Time	Numeric	Count of patients who were transferred from or to the given facility within the expiration period of their assigned Urgency Category.	N/A
Outside Time	Numeric	Count of patients who were transferred from or to the given facility outside the expiration period of their assigned Urgency Category.	N/A

6.8 Patients IN-OUT
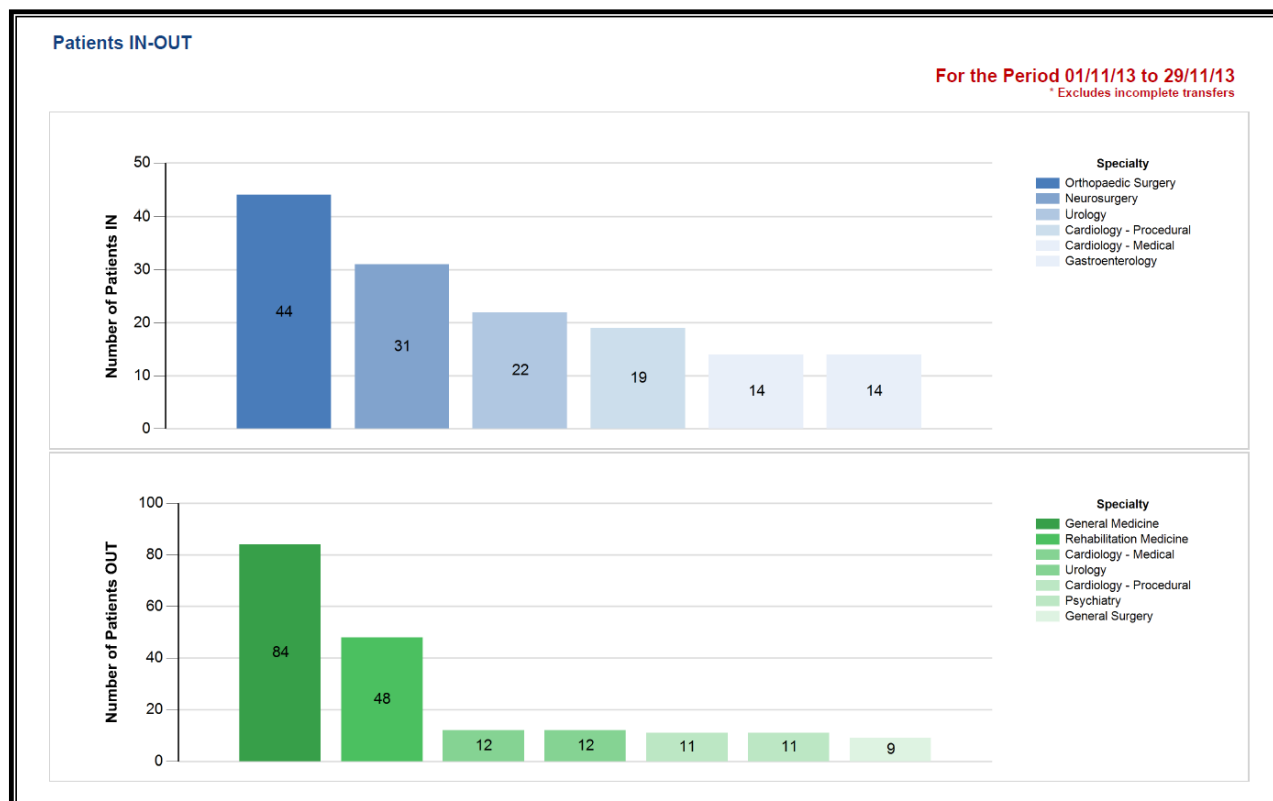
Table 68: Patients IN-OUT Overview

Report Title	Patients IN-OUT
Report Definition	Number of completed inter-Hospital transfers of patients by Speciality and Urgency Category into and out of a facility between a specified date range.
Report Use	Provides a summary of main transfer specialities and urgency category. Can assist in demand and capacity planning for incoming and outgoing specialities.
Report Data Source	PFP
User Access	All users except Ambulance Users
Report Format	PDF only
Sub reports	Produces two sub reports: **Specialty/Urgency Category Summary table**: A summary table detailing the counts of urgency category per speciality, into and out of the given facility. **Top 5 Specialty graph**: A graph detailing the top 5 specialities of patients transferred into and out of the given facility.
Report Prompts – mandatory unless otherwise stated	**Facilities**: The facility or facilities the user wants to run the report for. Facilities available for selection depends on the user's access rights. **From Date** (default = Today): The start date for the report based on the "Completed date/time" of the transfer. **To Date** (default = Today): The end date for the report based on the "Completed date/time" of the transfer.
Sort Order	**Specialty/Urgency Category Summary table**: **1st Sort**: Alphabetically by specialty **2nd Sort**: Urgency Category **Top 5 Specialty graph**: **1st Sort**: Alphabetically by specialty
Alerts	N/A
Business rules	A transfer must have a status of "Completed" to be included on the report.

Figure 49: Patients IN-OUT - Specialty/Urgency Category Summary Table Layout

Table 69: Patients IN-OUT - Specialty/Urgency Category Summary Table Data Elements

Field	Format	Definition	Rules/Calculations
Transfer OUT and IN			
Specialty	Alphanumeric	Specialty the patient was transferred under i.e. the specialty of the AMO.	N/A
Urgency Category	Alphanumeric	Urgency Category assigned to the transfer.	If Urgency Category equals one of: • Life Threatening • Urgent Specialist Care < 24 hours • Inpatient Specialist Care 24 – 72 hours • Return Transfer of Care Post Specialist Care Then the transfer is included in the count for the given Urgency Category. If Urgency Category equals: Future Inpatient Specialist Care 24 – 72 hours then the transfer is included in the count for the "Inpatient Specialist Care 24 – 72 hours" Urgency Category. If the Urgency Category equals: Future Return Transfer of Care Post Specialist Care then the transfer is included in the Count for the "Return Transfer of Care Post Specialist Care" Urgency Category.
Total Patients IN	Numeric	A count of the number of patients transferred out of or into a facility for the given Urgency Category per specialty.	N/A
Total Patients OUT	Numeric	The total number of patients transferred out of or into the given facility.	N/A

Figure 50: Patients IN-OUT - Top 5 Speciality Graph Layout

Table 70: Patients IN-OUT - Top 5 Speciality Graph Data Elements

Field	Format	Definition	Rules/Calculations
Specialty	Legend	Description of the top 5 specialties as detailed on the graphs.	N/A
Number of Patients IN	Numeric	Total number of transfers for each of the top 5 specialties into the specific facility.	N/A
Number of Patients OUT	Numeric	Total number of transfers for each of the top 5 specialties out of the specific facility.	N/A

7.0 TRANSFERS – IWT REPORTS

7.1 Inter Ward Transfer Records

Table 71: Inter Ward Transfer Records Overview

Report Title	Inter Ward Transfer Records
Report Definition	Excel file of Inter-Ward Transfers records within a user defined date range for a specific facility.
Report Use	Analyse the data to better understand trends and patterns for a facility's demand.
Report Data Source	PFP
User Access	All users except Ambulance Users
Report Format	Excel only
Report Prompts – mandatory unless otherwise stated	**Facilities**: The facility or facilities the user wants to run the report for. Facilities available for selection depends on the user's access rights. **From Date** (default = Today): The start date for the report based on the "Transfer Request date/time" of the transfer. **To Date** (default = Today): The end date for the report based on the "Transfer Request date/time" of the transfer.
Sort Order	Chronologically by Transfer Request date/time.
Alerts	N/A
Business rules	A transfer must have a status of "Requested" or "Completed" to appear on the report.

Figure 51: Inter Ward Transfer Records - Layout

Inter Ward Transfer Records

Count of Records: 161

Date Time Entered	Urgency	Requesting Ward Code	Requesting Ward Description	Current Ward Code	Current Ward Description	To Ward Code	To Ward Description	Surname	First Name	Patient ID	DOB	Gender	Requesting Doctor	Contact Name	Contact Phone	Receiving Doctor	Receiving Doctor Contact	Financial Status
26/11/13 11:11	Urgent specialist care < 24hrs	ICU	Intensive Care Unit			H1	H1 Paediatric Medicine				28/04/2012	male		Neralee	55310			Public
25/11/13 10:55	Urgent specialist care < 24hrs	ICU	Intensive Care Unit			H1	H1 Paediatric Medicine				28/04/2012	male		Neralee	55310			Public
25/11/13 10:54	Urgent specialist care < 24hrs	ICU	Intensive Care Unit	G3C	G3 Cardiology / Gastro	CCU	Coronary Care Unit				14/03/1957	female		Neralee	55310			Chargeable
25/11/13 10:54	Urgent specialist care < 24hrs	ICU	Intensive Care Unit	ICU	Intensive Care Unit	G2ASU	G2 Neurosciences				12/08/1958	female		Neralee	55310			Chargeable
21/11/13 09:45	Urgent specialist care < 24hrs	ICU	Intensive Care Unit			F3C	F3 Cardiac Surgery / Vascular				29/08/1936	female		Neralee	55310			Public
21/11/13 09:45	Urgent specialist care < 24hrs	ICU	Intensive Care Unit			F3C	F3 Cardiac Surgery / Vascular				18/07/1931	male		Neralee	55310			Public
21/11/13 09:43	Urgent specialist care < 24hrs	ICU	Intensive Care Unit	G2ASU	G2 Neurosciences	G2ASU	G2 Neurosciences				20/06/1952	male		Neralee	55310			Public
21/11/13 09:43	Urgent specialist care < 24hrs	ICU	Intensive Care Unit	H3S	H3 Surgery / Trauma	H3S	H3 Surgery / Trauma				17/12/1980	male		Neralee	55310			Public
21/11/13 09:42	Urgent specialist care < 24hrs	ICU	Intensive Care Unit	H3S	H3 Surgery / Trauma	H3S	H3 Surgery / Trauma				23/04/1947	male		Neralee	55310			Public
21/11/13 09:41	Urgent specialist care < 24hrs	ICU	Intensive Care Unit			F3C	F3 Cardiac Surgery / Vascular				03/08/1946	male		Neralee	55310			Public
21/11/13 09:41	Urgent specialist care < 24hrs	ICU	Intensive Care Unit			F3C	F3 Cardiac Surgery / Vascular				19/12/1946	female		Neralee	55310			Public
20/11/13 14:49	Urgent specialist care < 24hrs	ICU	Intensive Care Unit	G1	G1 General Surgery	CCU	Coronary Care Unit				14/07/1931	female		Neralee	55310			Public
19/11/13 15:26	Urgent specialist care < 24hrs	ICU	Intensive Care Unit	H3S	H3 Surgery / Trauma	H3S	H3 Surgery / Trauma				11/05/1931	male		Neralee	55310			DVA
19/11/13 12:11	Urgent specialist care < 24hrs	ICU	Intensive Care Unit	H3S	H3 Surgery / Trauma	F1	F1 Orthopaedic				11/05/1931	male		Neralee	55310			DVA
19/11/13 08:50	Urgent specialist care < 24hrs	ICU	Intensive Care Unit			F3C	F3 Cardiac Surgery / Vascular				26/03/1964	male		Neralee	55310			Public
19/11/13 08:50	Urgent specialist care < 24hrs	ICU	Intensive Care Unit			F3C	F3 Cardiac Surgery / Vascular				23/11/1947	male		Neralee	55310			Public
19/11/13 08:49	Urgent specialist care < 24hrs	ICU	Intensive Care Unit			CCU	Coronary Care Unit				22/10/1946	male		Neralee	55310			Chargeable
19/11/13 08:49	Urgent specialist care < 24hrs	ICU	Intensive Care Unit			H3S	H3 Surgery / Trauma				04/11/1956	male		Neralee	55310			Public
19/11/13 08:48	Urgent specialist care < 24hrs	ICU	Intensive Care Unit			G2ASU	G2 Neurosciences				29/11/1943	female		Neralee	55310			Chargeable
18/11/13 15:07	Urgent specialist care < 24hrs	ICU	Intensive Care Unit			DSUITE	Delivery Suite JHH				27/06/1979	female		Neralee	55310			Public
18/11/13 11:35	Urgent specialist care < 24hrs	ICU	Intensive Care Unit			H3S	H3 Surgery / Trauma				21/12/1981	male		Neralee	55310			Public
18/11/13 11:34	Urgent specialist care < 24hrs	ICU	Intensive Care Unit			G1	G1 General Surgery				26/06/1942	female		Neralee	55310			Chargeable
18/11/13 10:17	Urgent specialist care < 24hrs	ICU	Intensive Care Unit	NTHRPH	North Ward Rankin Park Hospital	G2ASU	G2 Neurosciences				19/03/1927	female		Neralee	55310			Public

Table 72: Inter Ward Transfer Records - Data Elements

Field	Format	Definition	Rules/Calculations
Date Time Entered	DD/MM/YYYY hh:mm	Date/time the inter ward transfer request was submitted.	N/A
Urgency	Alphanumeric	Urgency of the transfer.	Urgency is one of following: • Life Threatening • Urgent Specialist Care < 24 hours • Inpatient Specialist Care 24–72 hours
Requesting Ward Code	Alphanumeric	Ward Code the patient was admitted into when the transfer request was initiated.	N/A
Requesting Ward Description	Alphanumeric	Ward Description the patient was admitted into when the transfer request was initiated.	N/A
Current Ward Code	Alphanumeric	Ward Code the patient is currently in.	Displays for patients currently admitted.
Current Ward Description	Alphanumeric	Ward Code the patient is currently in.	Displays for patients currently admitted.
To Ward Code	Alphanumeric	Ward Code the patient is being transferred to.	N/A
To Ward Description	Alphanumeric	Ward Description the patient is being transferred to.	N/A
Surname	Alphanumeric	Patient's Surname.	N/A
First Name	Alphanumeric	Patient's First Name.	N/A
Patient ID	Alphanumeric	Patient's UID or MRN	Depends on the LHD preferences.
DOB	DD/MM/YYYY	Patient's Date of Birth.	N/A
Gender	Alphanumeric	Patient's gender.	N/A
Requesting Doctor	Alphanumeric	Name of the Doctor requesting the transfer.	N/A
Contact name	Alphanumeric	Contact name for the requesting Doctor.	N/A
Contact phone	Alphanumeric	Contact number for the contact.	N/A
Receiving Doctor	Alphanumeric	Name of the Doctor accepting the patient.	N/A
Receiving Doctor contact	Alphanumeric	Contact details for the receiving Doctor.	N/A
Financial Status	Alphanumeric	Patient's Financial Status which is based on their financial class (e.g. Public, Private, DVA, Compensable etc.)	N/A
Financial Description	Alphanumeric	Patient's Financial Description associated with their financial class.	N/A
Bed Requested Info	Alphanumeric	Bed Type Required for the patient.	Information entered in the "Bed Type Required" field on the Transfer request window.
Speciality code	Alphanumeric	Code of the speciality the patient is being transferred under.	N/A
Specialty	Alphanumeric	Description of the speciality the patient is being transferred under.	N/A
Transfer note	Alphanumeric	Transfer notes entered against the transfer.	N/A
M.R.O.	Yes or No or Unknown	Flag to indicate if the patient is infected with a Multi Resistant Organism.	N/A
Date Time Referral	DD/MM/YYYY hh:mm	Date/time the transfer was requested.	N/A
Estimated Transfer Time	DD/MM/YYYY hh:mm	Date/time the patient is estimated to be transferred.	N/A
Date Time Patient Transferred	DD/MM/YYYY hh:mm	Date/time the patient arrived at the ward.	Date/time the: • User clicks on the "Completed" checkbox or • Patient was transferred into the receiving ward via the PAS.
Status	Alphanumeric	Current status of the ward transfer.	Requested or Completed
Facility ID	Alphanumeric	Code of the selected facility based on HIE facility code identifiers.	N/A
Facility	Alphanumeric	Name of the selected facility.	N/A
Count of Records	Numeric	Number of IWT records in specified date range.	N/A

7.2 Inter Ward Transfer Times

Table 73: Inter Ward Transfer Times Overview

Report Title	Inter Ward Transfer Times
Report Definition	Reports on the time taken to complete all inter ward transfers at a specific facility.
Report Use	Can be used for hospital reporting and to identify patients ward transfer times at a specific facility.
Report Data Source	PFP
User Access	All users except Ambulance Users
Report Format	PDF (default) and Excel
Report Prompts – mandatory unless otherwise stated	**Wards:** The ward or wards the user wants to run the report for. All Wards display within the selected facility the user has access to. **From Date** (default = Today): The start date for the report based on the "Transfer Request date/time" of the transfer. **To Date** (default = Today): The end date for the report based on the "Transfer Request date/time" of the transfer.
Sort Order	**1st Sort**: Alphabetically by Ward **2nd Sort**: Chronologically by Transfer Request date/time.
Alerts	The "Request to Completed time" will be highlighted in red text for any transfers that have exceeded the expiration period for the given Urgency Category: | Urgency Category	Duration to Expire
Life Threatening	> 4 hours
Urgent Specialist Care < 24 hours	> 24 hours
Inpatient Specialist Care 24 – 72 hours	>72 hours	
Business rules	A transfer must have a status of "Completed" to appear on the report. For PDF Report, "From Ward" and "To Wards" are displayed in two tables underneath each other

Figure 52: Inter Ward Transfer Times - Layout (PDF)

Inter Ward Transfer Times

For the Period 01/06/2013 to 31/10/201

From Ward: ICU - Intensive Care Unit (ED Accessible)

Patient ID	Patient Name	Ward To Code	Urgency Category	Specialty	Estimated Transfer Time	Transfer Request Time	Transfer Completed Time	Request to Completed Time*
		J3M	Urgent specialist care < 24hrs	[Not Specified]	03/09/13 08:10	03/09/13 08:13	03/09/13 13:36	5 hours 23 mins
		G1	Urgent specialist care < 24hrs	[Not Specified]	05/09/13 08:25	05/09/13 08:26	05/09/13 09:47	1 hours 21 mins
		H3T	Urgent specialist care < 24hrs	[Not Specified]	05/09/13 08:25	05/09/13 08:27	05/09/13 09:47	1 hours 20 mins
		J2A	Urgent specialist care < 24hrs	Neurosurgery	11/09/13 12:10	11/09/13 12:11	17/09/13 10:07	5 days 21 hours 56 mins
		G2ASU	Urgent specialist care < 24hrs	[Not Specified]	16/09/13 09:40	16/09/13 09:50	17/09/13 10:07	1 days 17 mins
		G3C	Urgent specialist care < 24hrs	[Not Specified]	16/09/13 09:50	16/09/13 09:50	17/09/13 10:04	1 days 14 mins
		G2ASU	Urgent specialist care < 24hrs	[Not Specified]	16/09/13 09:50	16/09/13 09:51	17/09/13 10:06	1 days 15 mins
		G2ASU	Urgent specialist care < 24hrs	[Not Specified]	17/09/13 09:50	17/09/13 09:54	23/09/13 10:56	6 days 1 hours 2 mins
		F3C	Urgent specialist care < 24hrs	[Not Specified]	17/09/13 09:55	17/09/13 10:00	23/09/13 10:57	6 days 57 mins
		F2R	Urgent specialist care < 24hrs	[Not Specified]	17/09/13 10:00	17/09/13 10:02	23/09/13 10:57	6 days 55 mins
		F3C	Urgent specialist care < 24hrs	[Not Specified]	24/09/13 08:55	24/09/13 08:55	24/09/13 10:11	1 hours 16 mins
		H3S	Urgent specialist care < 24hrs	[Not Specified]	24/09/13 08:55	24/09/13 08:56	24/09/13 10:11	1 hours 15 mins
		F2R	Urgent specialist care < 24hrs	[Not Specified]	24/09/13 08:55	24/09/13 08:57	24/09/13 10:11	1 hours 14 mins
		RNC2	Urgent specialist care < 24hrs	[Not Specified]	24/09/13 08:55	24/09/13 08:59	24/09/13 10:11	1 hours 12 mins
		H1	Urgent specialist care < 24hrs	[Not Specified]	24/09/13 08:55	24/09/13 08:59	24/09/13 10:11	1 hours 12 mins
		F3C	Urgent specialist care < 24hrs	[Not Specified]	24/09/13 09:00	24/09/13 09:00	24/09/13 10:12	1 hours 12 mins
		F3C	Urgent specialist care < 24hrs	[Not Specified]	24/09/13 09:00	24/09/13 09:01	24/09/13 10:12	1 hours 11 mins

Figure 53: Inter Ward Transfer Times - Layout (Excel)

Inter Ward Transfer Times

For the Period 01/10/2013 to 29/11/2013

Patient ID	Surname	First Name	Ward From Code	Ward From Description	Ward To Code	Ward To Description	Urgency Category	Specialty	Estimated Transfer Time	Transfer Request Time	Transfer Completed Time	Request to Completed Time*
			ICU	Intensive Care Unit	J2A	J2A Adolescent Ward	Urgent specialist care < 24hrs	[Not Specified]	01/10/13 08:25	01/10/13 08:26	01/10/13 10:40	2 hours 14 mins
			ICU	Intensive Care Unit	G1	G1 General Surgery	Urgent specialist care < 24hrs	[Not Specified]	01/10/13 08:25	01/10/13 08:26	01/10/13 10:40	2 hours 14 mins
			ICU	Intensive Care Unit	F3C	F3 Cardiac Surgery / Vascular	Urgent specialist care < 24hrs	[Not Specified]	01/10/13 08:25	01/10/13 08:27	01/10/13 10:40	2 hours 13 mins
			ICU	Intensive Care Unit	F3C	F3 Cardiac Surgery / Vascular	Urgent specialist care < 24hrs	[Not Specified]	01/10/13 08:25	01/10/13 08:27	01/10/13 10:40	2 hours 13 mins
			ICU	Intensive Care Unit	G1	G1 General Surgery	Urgent specialist care < 24hrs	[Not Specified]	02/10/13 08:20	02/10/13 08:23	02/10/13 09:01	38 mins
			ICU	Intensive Care Unit	G2ASU	G2 Neurosciences	Urgent specialist care < 24hrs	[Not Specified]	02/10/13 08:20	02/10/13 08:24	02/10/13 15:07	6 hours 43 mins
			ICU	Intensive Care Unit	G2ASU	G2 Neurosciences	Urgent specialist care < 24hrs	[Not Specified]	02/10/13 08:20	02/10/13 08:25	02/10/13 09:01	36 mins
			ICU	Intensive Care Unit	F2R	F2 Respiratory / Immunology	Urgent specialist care < 24hrs	[Not Specified]	02/10/13 08:25	02/10/13 08:25	02/10/13 09:01	36 mins
			ICU	Intensive Care Unit	G3C	G3 Cardiology / Gastro	Urgent specialist care < 24hrs	[Not Specified]	02/10/13 08:25	02/10/13 08:26	02/10/13 09:01	35 mins
			ICU	Intensive Care Unit	J2A	J2A Adolescent Ward	Urgent specialist care < 24hrs	[Not Specified]	02/10/13 08:25	02/10/13 08:27	02/10/13 09:01	34 mins
			ICU	Intensive Care Unit	J2A	J2A Adolescent Ward	Urgent specialist care < 24hrs	[Not Specified]	02/10/13 08:25	02/10/13 08:27	02/10/13 09:01	34 mins
			ICU	Intensive Care Unit	F3C	F3 Cardiac Surgery / Vascular	Urgent specialist care < 24hrs	[Not Specified]	02/10/13 08:25	02/10/13 08:28	02/10/13 09:01	33 mins
			ICU	Intensive Care Unit	F3C	F3 Cardiac Surgery / Vascular	Urgent specialist care < 24hrs	[Not Specified]	02/10/13 08:25	02/10/13 08:28	02/10/13 09:01	33 mins
			ICU	Intensive Care Unit	H3S	H3 Surgery / Trauma	Urgent specialist care < 24hrs	[Not Specified]	03/10/13 08:45	03/10/13 08:48	03/10/13 09:26	38 mins
			ICU	Intensive Care Unit	J1	J1 Paediatric Surgery	Urgent specialist care < 24hrs	[Not Specified]	03/10/13 08:45	03/10/13 08:49	03/10/13 09:26	37 mins
			ICU	Intensive Care Unit	J1	J1 Paediatric Surgery	Urgent specialist care < 24hrs	[Not Specified]	03/10/13 08:45	03/10/13 08:50	03/10/13 09:26	36 mins
			ICU	Intensive Care Unit	F3C	F3 Cardiac Surgery / Vascular	Urgent specialist care < 24hrs	[Not Specified]	03/10/13 08:50	03/10/13 08:50	03/10/13 09:27	37 mins
			ICU	Intensive Care Unit	F3C	F3 Cardiac Surgery / Vascular	Urgent specialist care < 24hrs	[Not Specified]	07/10/13 11:00	07/10/13 12:13	07/10/13 12:40	27 mins
			ICU	Intensive Care Unit	J1	J1 Paediatric Surgery	Urgent specialist care < 24hrs	[Not Specified]	07/10/13 11:00	07/10/13 12:14	07/10/13 12:40	26 mins
			ICU	Intensive Care Unit	J1	J1 Paediatric Surgery	Urgent specialist care < 24hrs	[Not Specified]	08/10/13 10:10	08/10/13 10:12	08/10/13 10:59	47 mins
			ICU	Intensive Care Unit	F3C	F3 Cardiac Surgery / Vascular	Urgent specialist care < 24hrs	[Not Specified]	08/10/13 10:10	08/10/13 10:13	08/10/13 10:59	46 mins
			ICU	Intensive Care Unit	G1	G1 General Surgery	Urgent specialist care < 24hrs	[Not Specified]	08/10/13 10:10	08/10/13 10:15	08/10/13 10:59	44 mins
			ICU	Intensive Care Unit	G2ASU	G2 Neurosciences	Urgent specialist care < 24hrs	[Not Specified]	14/10/13 09:25	14/10/13 09:30	14/10/13 11:31	2 hours 1 mins
			ICU	Intensive Care Unit	F1	F1 Orthopaedic	Urgent specialist care < 24hrs	[Not Specified]	15/10/13 08:55	15/10/13 08:56	15/10/13 15:01	6 hours 5 mins
			ICU	Intensive Care Unit	H1	H1 Paediatric						6 hours

Table 74: Inter Ward Transfer Times - Data Elements

Field	Format	Definition	Report Format	Rules/Calculations
Patient ID	Alphanumeric	Patient's UID or MRN.	PDF and Excel	Which value displays depends on the LHD preferences.
Patient Name	Alphanumeric	Patient's Name.	PDF	Displays as Surname, First name
Surname	Alphanumeric	Patient's Surname.	Excel	N/A
First Name	Alphanumeric	Patient's First Name.	Excel	N/A
Ward From Code	Alphanumeric	Ward Code the patient was transferred from.	PDF and Excel	N/A
Ward From Description	Alphanumeric	Ward Description the patient was transferred from.	PDF and Excel	N/A
Ward To Code	Alphanumeric	Ward Code the patient is being transferred to.	PDF and Excel	N/A
Ward To Description	Alphanumeric	Ward Description the patient is being transferred to.	PDF and Excel	N/A
Urgency Category	Alphanumeric	Urgency of the transfer.	PDF and Excel	Urgency is one of following: • Life Threatening • Urgent Specialist Care < 24 hours • Inpatient Specialist Care 24–72 hours
Specialty	Alphanumeric	Specialty of the patient's AMO.	PDF and Excel	N/A
Estimated Transfer Time	DD/MM/YY hh:mm	Date/time the patient is estimated to be transferred.	PDF and Excel	N/A
Transfer Request Time	DD/MM/YY hh:mm	Date/time the transfer was requested.	PDF and Excel	System generated time based on when the transfer was requested.
Transfer Completed Time	DD/MM/YY hh:mm	Date/time the patient arrived at the receiving ward.	PDF and Excel	N/A
Request to Completed time	XX day(s) XX hour(s) XX min(s)	Time taken between the Transfer Request Time and the Transfer Completed Time.	PDF and Excel	If the "Request to Completed time" exceeds the expiration time for the given Urgency Category the value will display in red.

7.3 Patient Open Inter Ward Transfers

Table 75: Patient Open Inter Ward Transfers Overview

Report Title	Patient Open Inter Ward Transfers
Report Definition	Reports on all open (i.e. not completed) inter ward transfers within a specific facility.
Report Use	Can be used as a contemporary carry around list of expected ward transfers at meetings and for hospital reporting.
Report Data Source	PFP
User Access	All users except Ambulance Users
Report Format	PDF and Excel (default)
Report Prompts – mandatory unless otherwise stated	**Facilities**: The facility or facilities the user wants to run the report for. Facilities available for selection depends on the user's access rights.
Sort Order	**1st Sort**: Alphabetically by From Ward **2nd Sort**: Alphabetically by To Ward **3rd Sort:** Chronologically by Request date/time
Alerts	N/A
Business rules	A transfer must have a status of "Requested" to appear on the report.

Figure 54: Patient Open Inter Ward Transfers - Layout (PDF)

Patient Open Inter Ward Transfers

Snapshot - 29/11/13 01:32

Patient ID	Surname	First Name	Ward From Code	Ward To Code	Current Ward	Urgency Category	Specialty	Transfer Request Time	Estimated Transfer Time	Isolation Req.	Bed Info.	Transfer Note
		Darrell	ICU/HDU	ASURG	ICU/HDU	Inpatient specialist care 24-72hrs	Orthopaedic Surgery	26/11/13 10:14	26/11/13 10:10	Yes	Ward	MRSA
		Danica	ICU/HDU	ASURG	BSURG	Inpatient specialist care 24-72hrs	Urology	26/11/13 08:08	26/11/13 08:05	No	Ward	
		Miriam	ICU/HDU	ASURG	BSURG	Inpatient specialist care 24-72hrs	Gastroenterology	26/11/13 13:47	26/11/13 11:40	No	Ward	
		Carmel	ICU/HDU	ASURG	ICU/HDU	Inpatient specialist care 24-72hrs	Gastroenterology	26/11/13 08:12	26/11/13 00:00	No	Ward	
		Ella	ICU/HDU	GENMED	Resp	Inpatient specialist care 24-72hrs	General Medicine	11/11/13 12:03	11/11/13 00:00	No	Ward	
		Italo	ICU/HDU	Neuro	Resp	Inpatient specialist care 24-72hrs	Neurology	11/11/13 11:55	11/11/13 10:50	No	Ward	

Figure 55: Patient Open Inter Ward Transfers - Layout (Excel)

Patient Open Inter Ward Transfers

Snapshot - 29/11/13 01:34

Patient ID	Surname	First Name	Ward From Code	Ward From Description	Ward To Code	Ward To Description	Current Ward Code	Current Ward Description	Urgency Category	Specialty	Transfer Request Time	Estimated Transfer Time	Isolation Req.	Bed Info.	Transfer Note
			ICU/HDU	ICU/HDU	ASURG	Surgical A	ICU/HDU	ICU/HDU	Inpatient specialist care 24-72hrs	Orthopaedic Surgery	26/11/13 10:14	26/11/13 10:10	Yes	Ward	MRSA
			ICU/HDU	ICU/HDU	ASURG	Surgical A	BSURG	Surgical B	Inpatient specialist care 24-72hrs	Urology	26/11/13 08:08	26/11/13 08:05	No	Ward	
			ICU/HDU	ICU/HDU	ASURG	Surgical A	BSURG	Surgical B	Inpatient specialist care 24-72hrs	Gastroenterology	26/11/13 13:47	26/11/13 11:40	No	Ward	
			ICU/HDU	ICU/HDU	ASURG	Surgical A	ICU/HDU	ICU/HDU	Inpatient specialist care 24-72hrs	Gastroenterology	26/11/13 08:12	26/11/13 00:00	No	Ward	
			ICU/HDU	ICU/HDU	GENMED	General Medical Unit	Resp	Respiratory Unit	Inpatient specialist care 24-72hrs	General Medicine	11/11/13 12:03	11/11/13 00:00	No	Ward	
			ICU/HDU	ICU/HDU	Neuro	Neurology Unit	Resp	Respiratory Unit	Inpatient specialist care 24-72hrs	Neurology	11/11/13 11:55	11/11/13 10:50	No	Ward	

Table 76: Patient Open Ward Transfers - Data Elements (PDF and Excel)

Field	Format	Definition	Report Format	Rules/Calculations
Patient ID	Alphanumeric	Patient's UID or MRN.	PDF and Excel	Which value displays depends on the LHD preferences.
Surname	Alphanumeric	Patient's Surname.	PDF and Excel	N/A
First Name	Alphanumeric	Patient's First Name.	PDF and Excel	N/A
Ward From Code	Alphanumeric	Ward Code the patient was transferred from.	PDF and Excel	N/A
Ward From Description	Alphanumeric	Ward Description the patient was transferred from.	Excel	N/A
Ward To Code	Alphanumeric	Ward Code the patient was transferred to.	PDF and Excel	N/A
Ward To Description	Alphanumeric	Ward Description the patient was transferred to.	Excel	N/A
Current Ward Code	Alphanumeric	Ward Code the patient is currently admitted into.	PDF and Excel	N/A
Current Ward Description	Alphanumeric	Ward Description the patient is currently admitted into.	Excel	N/A
Urgency Category	Alphanumeric	Urgency Category assigned to the transfer.	PDF and Excel	N/A
Specialty	Alphanumeric	Specialty of the patient's AMO.	PDF and Excel	N/A
Transfer Request Time	DD/MM/YY hh:mm AM	Date/time the transfer was requested.	PDF and Excel	System generated when the user requests the transfer
Estimated Transfer Time	DD/MM/YY hh:mm	Date/time the patient is estimated to be ready for transfer.	PDF and Excel	N/A
Isolation Req.	Yes or No	Flag to indicate if the patient requires isolation.	PDF and Excel	N/A
Bed Info	Alphanumeric	Free text information about the bed required.	PDF and Excel	Information entered in the "Bed Type Required" field.
Transfer note	Alphanumeric	Free text information about the transfer.	PDF and Excel	Information entered in the "Transfer Notes" field on the Transfer request window.

8.0 TRANSFERS – DWA REPORTS

8.1 Direct Ward Admission Records

Table 77: Direct Ward Admission Records Overview

Report Title	Direct Ward Admission Records
Report Definition	Displays all information related to each Direct Ward Admission record that was initiated into a specific facility based on a user defined date range.
Report Use	Analyse the data to better understand trends and patterns for a facility's demand.
Report Data Source	PFP
User Access	All users except Ambulance Users
Report Format	Excel only
Report Prompts – mandatory unless otherwise stated	**Facilities**: The facility or facilities the user wants to run the report for. Facilities available for selection depends on the user's access rights. **From Date** (default = Today): The start date for the report based on the "Admission Request date/time" of the admission. **To Date** (default = Today): The end date for the report based on the "Admission Request date/time" of the admission.
Sort Order	Chronologically by Admission Request date/time.
Alerts	N/A
Business rules	An admission must have a status of "Requested" or "Completed" to appear on the report.

Figure 56: Direct Ward Admission Records - Layout

Direct Ward Admission Records

For the Pe

Count of Records: 25

Date Time Entered	Surname	First Name	Patient ID	DOB	Gender	Accepting Doctor	Contact	From Location	To Ward Code	To Ward Description	Specialty Code	Specialty	Estimated Length of	Bed Type	Clinical Note	Isolation Req.	Date Time Referral	Date Time Admitted
26/11/13 11:04				02/10/1937	male			medical imaging	BSURG	Surgical B	00000	[Not Specified]			Change of nephrostomy at 11am, admit O/N for IVA	No	26/11/13 11:05	
22/11/13 11:26				08/04/1959	female			Home	BSURG	Surgical B	03000	General Surgery			admit day prior to surgery for IVI Heparin. Hernia repair Monday.	Unknown	22/11/13 11:27	25/11/13 07:29
21/11/13 20:16				23/06/1961	male			Home	Periop	Periop Unit	03000	General Surgery			I & D scrotal abscess	Unknown	21/11/13 20:17	22/11/13 08:39
20/11/13 11:27				13/05/1984	female		O and G floater	Clinic	Periop	Periop Unit	04000	Gynaecology			missed miscarriage requires cervagem	Unknown	20/11/13 11:28	20/11/13 23:26
19/11/13 19:26				14/02/1974	female			Home	Periop	Periop Unit	04000	Gynaecology			D&C	No	19/11/13 19:27	20/11/13 12:25
19/11/13 12:40				01/01/2010	male			Home	Paediatric Unit	Paediatric Unit	14150	Paediatrics			MRI Brain under GA. Autism	Unknown	19/11/13 12:41	22/11/13 13:05
19/11/13 11:11				01/01/1999	female			Home	Periop	Periop Unit	04000	Gynaecology			for D+C. Day only	No	19/11/13 11:12	20/11/13 12:25
19/11/13 10:31				01/01/1999	female			Home	Periop	Periop Unit	04000	Gynaecology			for D+C day only	No	19/11/13 10:32	19/11/13 11:10
18/11/13 13:40				20/02/1922	female			Home	BSURG	Surgical B	03100	Gastrointestinal Surgery			Admit for cardicac echo,/toe and work up prior to R hemicolectomy on Thurs 21.11.13 19.11.13- bed available 2pm Ward B	No	18/11/13 13:41	19/11/13 19:18
18/11/13 09:24				09/10/2012	female			Home	Paediatric Unit	Paediatric Unit	14150	Paediatrics			Decreased weight gain for investigation	Unknown	18/11/13 09:24	18/11/13 13:43
18/11/13 09:22				28/12/1997	male			Home	Paediatric Unit	Paediatric Unit	14150	Paediatrics			Respiratory Review and Oxygen saturation monitoring	Unknown	18/11/13 09:23	18/11/13 13:43
18/11/13 09:14				16/01/1980	female		O and G floater	Clinic	Periop	Periop Unit	04000	Gynaecology			missed miscarriage requires cervagem ***Jehovah Witness - no blood transfusion	Unknown	18/11/13 09:15	18/11/13 13:44
15/11/13 09:50				01/01/1999	female			Home	Periop	Periop Unit	04000	Gynaecology			To peri-op for D+C	No	15/11/13 09:51	19/11/13 07:31
13/11/13 20:33				27/04/1965	male		switch	Home	BSURG	Surgical B	03000	General Surgery			i/d perianal abcess admitted O/N	No	13/11/13 20:33	14/11/13 06:27
13/11/13 20:32				13/02/1987	male		switch	Home	Periop	Periop Unit	03000	General Surgery			i/d of thigh abcess	No	13/11/13 20:32	14/11/13 08:40
13/11/13 17:04				26/10/2010	male			Home	Paediatric Unit	Paediatric Unit	14150	Paediatrics			MRI Brain under GA	Unknown	13/11/13 17:05	15/11/13 09:51
10/11/13 14:57				04/08/2001	male		Switch	Home	Periop	Periop Unit	07000	Orthopaedic Surgery			For Closed Reduction wrist day only	No	10/11/13 14:58	11/11/13 08:09
08/11/13 11:13				06/08/1990	female		O and G floater	Home	Periop	Periop Unit	04000	Gynaecology			cervical cercalage H/O TPL 21/40 delivered 27/40	Unknown	08/11/13 11:14	12/11/13 10:48
07/11/13 10:22				14/02/1986	female		O and G floater	Clinic	Periop	Periop Unit	04000	Gynaecology			missed miscarriage cervagem required	Unknown	07/11/13 10:22	10/11/13 14:54
06/11/13 16:45				12/07/2000	female			Home	Periop	Periop Unit	07000	Orthopaedic Surgery			For removal of K Wires will require O/N bed	No	06/11/13 16:46	10/11/13 14:54
06/11/13 09:22				03/09/1990	female		O and G floater	Home	Periop	Periop Unit	04000	Gynaecology			? cervagem Anembryonic pregnancy	Unknown	06/11/13 09:22	13/11/13 13:53

Table 78: Direct Ward Admission Records - Data Elements

Field	Format	Definition	Rules/Calculations
Date Time Entered	DD/MM/YYYY hh:mm	Date/time the Direct Ward Admission request was created.	N/A
Surname	Alphanumeric	Patient's Surname.	N/A
First Name	Alphanumeric	Patient's First Name.	N/A
Patient ID	Alphanumeric	Patient's UID or MRN	Which value displays depends on the LHD preferences.
DOB	DD/MM/YYYY	Patient's Date of Birth.	N/A
Gender	Alphanumeric	Patient's gender.	N/A
Accepting Doctor	Alphanumeric	Name of the Doctor accepting the admission.	N/A
Contact	Alphanumeric	Contact name for the accepting Doctor.	N/A
From Location	Alphanumeric	Where the patient is being admitted from.	N/A
To Ward Code	Alphanumeric	Ward Code the patient is being admitted to.	N/A
To Ward Description	Alphanumeric	Ward Description the patient is being admitted to.	N/A
Speciality code	Alphanumeric	Code of the speciality the patient is being admitted under.	N/A
Specialty	Alphanumeric	Description of the speciality the patient is being admitted under.	N/A
Estimated Length of Stay	Numeric	How long the patient is expected to be admitted for	N/A
Bed Type	Alphanumeric	Type of bed required by the patient	N/A
Clinical note	Alphanumeric	Clinical notes entered against the admission.	N/A
Isolation Req.	Yes or No	Flag to indicate if the patient requires isolation.	N/A
Date Time Referral	DD/MM/YYYY hh:mm	Date/time the admission was requested.	N/A
Date Time Patient Admitted	DD/MM/YYYY hh:mm	Date/time the patient was admitted into the hospital.	Time the user clicks on the "Completed" checkbox
Facility ID	Alphanumeric	Code of the selected facility based on HIE facility code identifiers.	N/A
Facility	Alphanumeric	Name of the selected facility.	N/A
Count of Records	Numeric	Number of direct ward admission records in the specified date range.	Count of records.

9.0 EXECUTIVE REPORTS

9.1 LHD Operational Summary (Trend)

Table 79: LHD Operational Summary (Trend) Overview

Report Title	LHD Operational Summary
Report Definition	Provides a snapshot of operations for a specific LHD using the Patient Flow Portal by reporting information about: • NEAT • LOS > 49 Days • LOS > 99 Days • Total Occupancy and ED Accessible Occupancy • Estimated Date of Discharge – Clinician Defined and Expired EDD's • Waiting for What Delay Reasons • Inter LHD Patient Transfers The report will display up to 12 months of trend data as selected by the user.
Report Use	Allows MoH and LHD Executives to monitor the operations of their LHD's and potentially identify areas of improvement.
Report Data Source	PFP and EDWARD for NEAT
User Access	LHD User and MoH User
Report Format	PDF only
Report Prompts – mandatory unless otherwise stated	**LHD**: The LHD(s) the user wants to run the report for. LHDs available for selection depends on the user's access rights. **Snapshot:** Month
Sort Order	Alphabetically by LHD **W4W:** 1st **Sort**: Alphabetically by W4W Category 2nd **Sort**: By W4W reason bed days (highest to lowest)
Alerts	N/A
Business rules	N/A

Figure 57: LHD Operational Summary (Trend) - Layout (page 1)

LHD Operational Summary (Trend)

For Period 01/05/2013 to 31/10/2013

Operational Indicator		May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13
NEAT % Pts in ED <=4 hours	All Pts. (%) Target=71%						
	Admitted Pts. (%)						
	Non Admitted Pts. (%)						
LOS > 49 Days	# Pts.	134	122	119	109	102	108
	# Mental Health Pts.	28	20	17	20	19	17
	# Pts. Excluding Mental Health	106	102	102	89	83	91
	Avg. Pts. Utilising Available Beds (%)	3.9	4.7	4.6	4.1	4.2	4.9
LOS > 99 Days	# Pts.	59	47	44	42	31	23
	# Mental Health Pts.	9	6	5	7	7	5
	# Pts. Exc. Mental Health	50	41	39	35	24	18
	Avg. Pts. Utilising Available Beds (%)	0.7	0.8	0.9	1.2	0.9	1.0
Occupancy	Avg. Occupancy (%)	87.1	90.1	92.3	90.7	87.0	83.7
	Avg. ED Accessible Bed Occupancy (%)	97.5	101.0	103.5	101.2	98.7	93.7
Estimated Date of Discharge	Avg. Clinician Defined EDD (%)	86.6	87.6	84.8	85.1	83.8	81.9
	Avg. Expired EDD (%)	9.2	10.2	10.7	11.4	11.1	11.6

% Clinician Defined EDD demonstrates compliance with NSW MoH PD2011-015 Care Coordination: Planning from Admission to Transfer of Care in NSW Public Hospitals

Figure 58: LHD Operational Summary (Trend) - Layout (page 2)

Waiting for What Summary		May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13
Waiting for What Consults	# Records	105	96	114	116	104	29
	# Bed Days	482	467	518	366	434	305
	Capacity Equivalent (%)	1.7	1.7	1.8	1.2	1.5	1.0
Waiting for What Diagnostics/Treatment	# Records	135	180	143	122	177	45
	# Bed Days	349	304	258	236	395	217
	Capacity Equivalent (%)	1.2	1.1	0.9	0.8	1.4	0.7
Waiting for What Discharge Process	# Records	60	68	67	47	59	12
	# Bed Days	57	75	86	96	146	10
	Capacity Equivalent (%)	0.2	0.3	0.3	0.3	0.5	0.0
Waiting for What Out of Hospital Referral	# Records	160	140	139	175	123	47
	# Bed Days	787	853	666	941	585	270
	Capacity Equivalent (%)	2.7	3.0	2.3	3.1	2.0	0.9
Waiting for What Transfer/Transport	# Records	256	206	230	273	203	52
	# Bed Days	1306	1339	1241	1542	1045	468
	Capacity Equivalent (%)	4.5	4.8	4.2	5.1	3.6	1.6
Waiting for What - All Categories	# Records	716	690	693	733	666	185
	# Bed Days	2981	3038	2769	3181	2605	1270
	Capacity Equivalent (%)	10.3	10.9	9.5	10.5	9.0	4.2
	Avg. Pts. with W4W Reason (%)	11.8	12.2	10.6	11.7	10.5	5.0

Waiting for What capture recommended to be 15-20% of all inpatients

Figure 59: LHD Operational Summary (Trend) - Layout (page 3)

Inter LHD Transfer Summary			May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13
Life Threatening < 4hrs	Transfers OUT	# Breached						
		% Breached						
		Avg. Breached Wait Time (hrs)						
	Transfers IN	# Breached						
		% Breached						
		Avg. Breached Wait Time (hrs)						
Urgent specialist care < 24hrs	Transfers OUT	# Breached	2	5	5	2	4	
		% Breached	18.2	27.8	41.7	13.3	22.2	
		Avg. Breached Wait Time (hrs)	39.8	48.4	33.2	42.2	38.4	
	Transfers IN	# Breached	1		2	1		
		% Breached	100.0		66.7	25.0		
		Avg. Breached Wait Time (hrs)	35.1		42.2	24.4		
Inpatient specialist care 24-72hrs	Transfers OUT	# Breached	9	8	9	13	10	5
		% Breached	23.1	40.0	31.0	44.8	50.0	83.3
		Avg. Breached Wait Time (hrs)	159.2	251.6	166.9	129.2	154.1	208.8
	Transfers IN	# Breached	5	6	7	6	5	
		% Breached	15.2	33.3	28.0	26.1	27.8	
		Avg. Breached Wait Time (hrs)	153.2	382.4	163.6	140.4	205.2	
Return Transfer of Care Post Specialist Care	Transfers OUT	# Breached		1		1		
		% Breached		100.0		100.0		
		Avg. Breached Wait Time (hrs)		29.5		72.4		
	Transfers IN	# Breached		15	13	14	14	1
		% Breached		60.0	86.7	63.6	66.7	50.0
		Avg. Breached Wait Time (hrs)		40.4	61.3	49.6	57.1	28.0

Table 80: LHD Operational Summary (Trend) - Data Elements

Field	Format	Definition	Rules/Calculations
NEAT % Pts in ED >= 4 hrs	Text	Displays the title for data about NEAT.	N/A
All Pts (%)	Percentage	The % of patients in an Emergency Department <= 4 hours.	(Number of patients presenting to and discharged from an Emergency Department within 4 hours/ Total number of patients presented to an Emergency Department) X 100. Includes ED Visit Type Codes: 01 = Emergency Presentation 03 = Unplanned return visit for continuing condition 11 = Disaster Excludes ED Separation Mode Code for Data Entry Error. If < Target % the cell will be highlighted in red. If >= Target % the cell will be highlighted in green.
Admitted Pts (%)	Percentage	The % of admitted patients in an Emergency Department <= 4 hours.	(Number of patients presenting to and discharged from an Emergency Department within 4 hours who were admitted to an inpatient ward/ Total number of patients presenting to an Emergency Department and who were admitted to an inpatient ward) x 100 Includes ED Visit Type Codes: 01 = Emergency Presentation 03 = Unplanned return visit for continuing condition 11 = Disaster Includes ED Separation Mode Code like 01: 01 =Formally admitted, not further defined 01.01 = Formally admitted and discharged within emergency department 01.02 = Formally admitted then transferred to other hospital 01.03 = Formally admitted to admitted patient ward, not elsewhere classified 01.04 = Formally admitted to operating theatre suite 01.05 = Formally admitted to admitted patient critical care unit 01.06 = Formally admitted and died in emergency department 01.07 = Formally admitted and then left at own risk Excludes ED Separation Mode Code for Data Entry Error.

Field	Format	Definition	Rules/Calculations
Non Admitted Pts (%)	Percentage	The % of non-admitted patients in an Emergency Department <= 4 hours.	(Number of patients presenting to and discharged from an Emergency Department within 4 hours who were discharged from the Emergency Department (i.e. not admitted to an inpatient ward)/Total number of patients presenting to an Emergency Department and were not admitted) x100 Includes ED Visit Type Codes: 01 = Emergency Presentation 03 = Unplanned return visit for continuing condition 11 = Disaster Includes ED Separation Mode Code not like 01: 02 = Departed, not further defined 02.01 = Departed, treatment completed 02.02 = Departed, transferred to another hospital 02.03 = Departed, did not wait 02.04 = Departed, left at own risk 02.05 = Departed, for other clinical service location 03 = Dead on both arrival and departure Exclude ED Separation Mode Code for Data Entry Error.
LOS > 49 days	Text	Title for data about LOS > 49 days.	N/A
# Pts	Numeric	Number of patients whose admission had a LOS > 49 days during the given month.	Count of patients with LOS > 49 days between the 1st and last day of the month.
# Mental Health Pts	Number	Number of mental health patients whose admission had a LOS > 49 days during the given month.	Count of patients with LOS > 49 days between the 1st and last day of the month where specialty description is: • Child & Adolescent Psychiatry • Institutional Mental Health Services • Liaison Psychiatry • Mental Health • Mental Health Rehab • Neuropsychiatry • Paediatric Psychiatry • Psychogeriatric
# Pts Excluding Mental Health	Numeric	Number of patients whose admission had a LOS > 49 days during the given	Count of patients with LOS > 49 days between the 1st and last day of the month excluding the patients with specialty descriptions in calculation # Mental Health Pts.

Field	Format	Definition	Rules/Calculations
		month excluding mental health patients.	
Avg. Pts Utilising Available Beds (%)	Percentage	Available beds utilised by patients with LOS > 49 days as a percentage.	(Count of patients with LOS > 49 days / Average available beds per day across the LHD for the given month) x 100
LOS > 99 days	Text	Title for data about LOS > 99 days.	N/A
# Pts	Numeric	Number of patients whose admission had a LOS > 99 days during the given month.	Count of patients with LOS > 99 days between the 1st and last day of the month
# Mental Health Pts	Numeric	Number of mental health patients whose admission had a LOS > 99 days during the given month.	Count of patients with LOS > 99 days between the 1st and last day of the month and Specialty Codes detailed above.
# Pts Exc. Mental Health	Numeric	Number of patients whose admission had a LOS > 99 days during the given month excluding mental health patients.	Count of patients with LOS > 99 days between the 1st and last day of the month excluding the patients with Specialty Codes detailed above.
Avg. Pts Utilising Available Beds (%)	Percentage	Available beds utilised by patients with LOS > 99 days as a percentage.	Count of patients with LOS > 99 days/ Average available beds per day across the LHD for the given month) x 100
Occupancy	Text	Title for data about Occupancy.	N/A
Avg. Occupancy (%)	Percentage	Average occupancy percentage for all the facilities within a LHD.	(Count of occupied available beds for all facilities in a LHD (excludes patients in Beds flagged as Boarder, Leave or Well Baby or Inactive Wards) / Count of available beds for all facilities in a LHD) x 100
Avg. ED Accessible Bed Occupancy (%)	Percentage	Average ED Accessible Bed occupancy percentage for all the facilities within a LHD.	(Count of number of occupied available ED Accessible beds for all facilities in a LHD (excludes patients in Beds flagged as Boarder, Leave or Well Baby or Inactive Wards) / Count of available ED Accessible beds for all facilities in a LHD) x 100
Estimated Date of Discharge	Text	Title for data about Estimated Date of Discharge or EDD.	N/A
Avg. Clinician Defined EDD (%)	Percentage	Average clinician defined EDD percentage for all the facilities within a LHD.	(Count of patients within an LHD with a Clinician Defined EDD (excludes patients in wards flagged as Day Only OR Designated ED and beds flagged as Boarder, leave or Well Baby and LOS < 24hrs) / Count of patients within a LHD (excludes patients in wards flagged as Day Only OR Designated ED and beds flagged as Boarder, leave or Well Baby and LOS < 24hrs)) x 100

Field	Format	Definition	Rules/Calculations
			If % <= 95 cell is highlighted in red. If % >= 95 cell is highlighted in green.
Avg. Expired EDD (%)	Percentage	Average % of patients whose EDD has expired regardless of whether it was Clinician Defined for a specific LHD.	Count of patients within an LHD with an Expired EDD (excludes patients in wards flagged as Day Only OR Designated ED and beds flagged as Boarder, leave or Well Baby and LOS < 24hrs)/Count of patients within a LHD (excludes patients in wards flagged as Day Only OR Designated ED and beds flagged as Boarder, leave or Well Baby and LOS < 24hrs)) x 100
Waiting for What Summary	Text	Title for data about W4W Delay Reasons.	N/A
# Records	Numeric	Total number of open W4W reasons during the given month.	Count of total number of W4W reasons open at some time between the first and last day of the month.
# Bed Days	Numeric	Displays the number of bed days consumed for all open W4W delay reasons for all categories.	Count of beds days consumed for all W4W reasons that were open at some time between the first and last day of the month. Count of bed days for all W4W reasons = Number of days from W4W Start Date to one of the following dates, whichever occurs first: • Discharge Date for the patient's admission • W4W reason Closed Date • No date as WFW reason is still open
Capacity Equivalent (%)	Percentage	Capacity equivalent percentage in terms of the number of bed days consumed by W4W delay reasons for all categories.	(Count of bed days consumed for all W4W reasons / Sum of daily average of number of available beds across the LHD (Daily average is calculated as sum of hourly snapshots divided by 24)) x 100
Avg. Pts with W4W Reason (%)	Percentage	Percentage of patients who have had an open W4W reason between the first and last day of the month.	(Count of patients with an open WFW reason between the first and last day of the month for all categories/ Count of all patients admitted at a specific LHD) x 100
Waiting for What – By Category	Text	Title for data about W4W Delay Reasons by category.	N/A
# Records	Numeric	Total number of open W4W reasons which are consuming bed days for each category.	Count of number of W4W reasons for the given category open at some time between the first and last day of month. **Total:** Sum of all open W4W reasons between the first and last day of month.
# Bed Days	Numeric	Total number of bed days consumed for all open W4W delay reasons by Category.	Count of beds days consumed for W4W reasons for the given category open at some point between the first and last day of the month. Count of bed days per W4W reason = Number of days from W4W Start Date to one of the following

Field	Format	Definition	Rules/Calculations
			dates, whichever occurs first: • Discharge Date for the patient's admission • W4W reason Closed Date • No date as WFW reason is still open **Total:** Sum of all bed days consumed for all W4W reasons.
Capacity Equivalent (%)	Percentage	Capacity equivalent percentage in terms of the number of bed days consumed by W4W delay reasons by Category.	Count of bed days consumed for W4W reasons with Category = Consults Diagnostics / Treatment Discharge Process Out of Hospital Referral Transfer/Transport / Sum of daily average of number of available beds across the LHD (Daily average is calculated as sum of hourly snapshots divided by 24) x 100
Avg. Pts with W4W Reason (%)	Percentage	Percentage of patients who had an open WFW reason between the first and last day of the month.	Count of patients with an open WFW reason between the first and last day of the month per category / Total number of patients admitted at a specific LHD x 100
Inter LHD Patient Transfers	Text	Title for data about Inter LHD Patient Transfers.	N/A
# Breached (Transfers OUT)	Numeric	Number of completed patient transfers out of the given LHD that breached the recommended urgency category timeframe between the first and last day of the month.	Urgency = Life Threatening: Count of completed inter LHD patient transfers out of the selected LHD with: • Urgency = Life Threatening • Request Transfer Time to Transfer Completed Time > 4 hours • Completed Time was between the first and last day of month Urgency = Urgent Specialist Care < 24 hours: Count of completed inter LHD patient transfers out of the selected LHD with: • Urgency = Urgent Specialist Care < 24 hours • Request Transfer Time to Transfer Completed Time > 24 hours • Completed Time was between the first and last day of month Urgency = Inpatient Specialist Care 24 – 72 hours:

Field	Format	Definition	Rules/Calculations
			Count of completed inter LHD patient transfers out of the selected LHD with: • Urgency = Inpatient Specialist Care 24 – 72 hours • Request Transfer Time to Transfer Completed Time > 72 hours • Completed Time was between the first and last day of month OR • Urgency = Future Inpatient Specialist Care 24 – 72 hours • Estimated Transfer Time to Transfer Completed Time > 72 hours • Completed Time was between the first and last day of month Urgency = Return Transfer of Care Post Specialist Care > 1 business day: Count of completed inter LHD patient transfers out of the selected LHD with: • Urgency = Return Transfer of Care Post Specialist Care > 1 business day • Request Transfer Time to Transfer Completed Time > 1 business day • Completed Time was between the first and last day of month OR • Urgency = Future Return Transfer of Care Post Specialist Care > 1 business day • Estimated Transfer Time to Transfer Completed Time > 1 business day • Completed Time was between the first and last day of month
# Breached (Transfers IN)	Number	Number of completed patient transfers into the given LHD that breached the recommended urgency category timeframe between the first and last day of the month.	Urgency = Life Threatening: Count of completed inter LHD patient transfers into the selected LHD with: • Urgency = Life Threatening • Request Transfer Time to Transfer Completed Time > 4 hours • Completed Time was between the first and last day of month Urgency = Urgent Specialist Care < 24 hours: Count of completed inter LHD patient transfers into the selected LHD with: • Urgency = Urgent Specialist Care < 24 hours • Request Transfer Time to Transfer Completed Time > 24 hours • Completed Time was between the first and last day of month Urgency = Inpatient Specialist Care 24 – 72 hours: Count of completed inter LHD patient transfers into the selected LHD with: • Urgency = Inpatient Specialist Care 24 – 72 hours • Request Transfer Time to Transfer Completed Time > 72 hours

Field	Format	Definition	Rules/Calculations
			• Completed Time was between the first and last day of month OR • Urgency = Future Inpatient Specialist Care 24 – 72 hours • Estimated Transfer Time to Transfer Completed Time > 72 hours • Completed Time was between the first and last day of month Urgency = Return Transfer of Care Post Specialist Care > 1 business day: Count of completed inter LHD patient transfers into the selected LHD with: • Urgency = Return Transfer of Care Post Specialist Care > 1 business day • Request Transfer Time to Transfer Completed Time > 1 business day • Completed Time was between the first and last day of month OR • Urgency = Future Return Transfer of Care Post Specialist Care > 1 business day • Estimated Transfer Time to Transfer Completed Time > 1 business day • Completed Time was between the first and last day of month
% Breached All Transfers (Transfers OUT)	Numeric (%)	Percentage of completed patient transfers out of the given LHD that breached each urgency category between the first and last day of the month.	Urgency = Life Threatening: (Count of patient transfers out of the selected LHD with: • Urgency = Life Threatening • Request Transfer Time to Transfer Completed Time > 4 hours • Completed Time was between the first and last day of month / Count of patient transfers out of the selected LHD with: • Urgency = Life Threatening • Completed Time was between the first and last day of month) x 100 Urgency = Urgent Specialist Care < 24 hours: (Count of completed inter LHD patient transfers out of the selected LHD with: • Urgency = Urgent Specialist Care < 24 hours • Request Transfer Time to Transfer Completed Time > 24 hours • Completed Time was between the first and last day of month / Count of patient transfers out of the selected LHD with: • Urgency = Urgent Specialist Care < 24 hours • Completed Time was between the first and last day of month) x100 Urgency = Inpatient Specialist Care 24 – 72 hours:

Field	Format	Definition	Rules/Calculations
			(Count of patient transfers out of the selected LHD with: • Urgency = Inpatient Specialist Care 24 – 72 hours • Request Transfer Time to Transfer Completed Time > 72 hours • Completed Time was between the first and last day of month OR • Urgency = Future Inpatient Specialist Care 24 – 72 hours • Estimated Transfer Time to Transfer Completed Time > 72 hours • Completed Time was between the first and last day of month /Count of patient transfers out of the selected LHD with: • Urgency = Inpatient Specialist Care 24 – 72 hours • Urgency = Future Inpatient Specialist Care 24 – 72 hours • Completed Time was between the first and last day of month Urgency = Return Transfer of Care Post Specialist Care > 1 business day: Count of patient transfers out of the selected LHD with: • Urgency = Return Transfer of Care Post Specialist Care > 1 business day • Request Transfer Time to Transfer Completed Time > 1 business day • Completed Time was between the first and last day of month OR • Urgency = Return Transfer of Care Post Specialist Care > 1 business day • Estimated Transfer Time to Transfer Completed Time > 1 business day • Completed Time was between the first and last day of month /Count of patient transfers out of the selected LHD with: • Urgency = Return Transfer of Care Post Specialist Care > 1 business day • Urgency = Future Return Transfer of Care Post Specialist Care > 1 business day • Completed Time was between the first and last day of month) x 100
% Breached All Transfers (Transfers IN)	Numeric (%)	Percentage of completed patient transfers into the given LHD that breached each urgency category between the first and last day of the month.	Urgency = Life Threatening: (Count of patient transfers into the selected LHD with: • Urgency = Life Threatening • Request Transfer Time to Transfer Completed Time > 4 hours • Completed Time was between the first and last day of month / Count of patient transfers out of the selected LHD with: • Urgency = Life Threatening • Completed Time was between the first and last day of month) x 100

Field	Format	Definition	Rules/Calculations
			Urgency = Urgent Specialist Care < 24 hours: (Count of patient transfers into the selected LHD with: • Urgency = Urgent Specialist Care < 24 hours • Request Transfer Time to Transfer Completed Time > 24 hours • Completed Time was between the first and last day of month /Count of patient transfers out of the selected LHD with: • Urgency = Urgent Specialist Care < 24 hours • Completed Time was between the first and last day of month) x 100 Urgency = Inpatient Specialist Care 24 – 72 hours: (Count of patient transfers into the selected LHD with: • Urgency = Inpatient Specialist Care 24 – 72 hours • Request Transfer Time to Transfer Completed Time > 72 hours • Completed Time was between the first and last day of month OR • Urgency = Future Inpatient Specialist Care 24 – 72 hours • Estimated Transfer Time to Transfer Completed Time > 72 hours • Completed Time was between the first and last day of month / Count of patient transfers into the selected LHD with: • Urgency = Inpatient Specialist Care 24 – 72 hours • Urgency = Future Inpatient Specialist Care 24 – 72 hours • Completed Time was between the first and last day of month) x 100 Urgency = Return Transfer of Care Post Specialist Care > 1 business day: (Count of patient transfers into the selected LHD with: • Urgency = Return Transfer of Care Post Specialist Care > 1 business day • Request Transfer Time to Transfer Completed Time > 1 business day • Completed Time was between the first and last day of month OR • Urgency = Future Return Transfer of Care Post Specialist Care > 1 business day • Estimated Transfer Time to Transfer Completed Time > 1 business day • Completed Time was between the first and last day of month /Count of patient transfers into the selected LHD with:

Field	Format	Definition	Rules/Calculations
			• Urgency = Return Transfer of Care Post Specialist Care > 1 business day • Urgency = Future Return Transfer of Care Post Specialist Care > 1 business day • Completed Time was between the first and last day of month) x 100
Avg. Breached Wait Time (hrs) (Transfers OUT)	Hours	Average waiting time for patients who have breached the transfer urgency time for Transfers OUT.	Urgency = Life Threatening: (Sum of minutes for patient transfers out of the selected LHD with: • Urgency = Life Threatening • Request Transfer Time to Transfer Completed Time > 4 hours • Completed Time was between the first and last day of month / Count of patient transfers out of the selected LHD with: • Urgency = Life Threatening • Request Transfer Time to Transfer Completed Time > 4 hours • Completed Time was between the first and last day of month) Urgency = Urgent Specialist Care < 24 hours: (Sum of minutes for patient transfers out of the selected LHD with: • Urgency = Urgent Specialist Care < 24 hours • Request Transfer Time to Transfer Completed Time > 24 hours • Completed Time was between the first and last day of month /Count of patient transfers out of the selected LHD with: • Urgency = Urgent Specialist Care < 24 hours • Request Transfer Time to Transfer Completed Time > 24 hours • Completed Time was between the first and last day of month) Urgency = Inpatient Specialist Care 24 – 72 hours: (Sum of minutes for patient transfers out of the selected LHD with: • Urgency = Inpatient Specialist Care 24 – 72 hours • Request Transfer Time to Transfer Completed Time > 72 hours • Completed Time was between the first and last day of month OR • Urgency = Future Inpatient Specialist Care 24 – 72 hours • Estimated Transfer Time to Transfer Completed Time > 72 hours • Completed Time was between the first and last day of month / Count of patient transfers out of the selected LHD with: • Urgency = Inpatient Specialist Care 24 – 72 hours AND Request Transfer Time to Transfer

Field	Format	Definition	Rules/Calculations
			Completed Time > 72 hours • Urgency = Future Inpatient Specialist Care 24 – 72 hours AND Estimated Transfer Time to Transfer Completed Time > 72 hours • Completed Time was between the first and last day of month) Urgency = Return Transfer of Care Post Specialist Care > 1 business day: (Sum of minutes for patient transfers out of the selected LHD with: • Urgency = Return Transfer of Care Post Specialist Care > 1 business day • Request Transfer Time to Transfer Completed Time > 1 business day • Completed Time was between the first and last day of month OR • Urgency = Return Transfer of Care Post Specialist Care > 1 business day • Estimated Transfer Time to Transfer Completed Time > 1 business day • Completed Time was between the first and last day of month) / Count of patient transfers out of the selected LHD with: • Urgency = Return Transfer of Care Post Specialist Care > 1 business day AND Request Transfer Time to Transfer Completed Time > 1 business day • Urgency = Future Return Transfer of Care Post Specialist Care > 1 business day AND Estimated Transfer Time to Transfer Completed Time > 1 business day • Completed Time was between the first and last day of month)
Avg. Breached Wait Time (hrs) (Transfers OUT)	Hours	Average waiting time for patients who have breached the transfer urgency time for Transfers IN.	Urgency = Life Threatening: (Sum of minutes for patient transfers into the selected LHD with: • Urgency = Life Threatening • Request Transfer Time to Transfer Completed Time > 4 hours • Completed Time was between the first and last day of month / Count of patient transfers into the selected LHD with: • Urgency = Life Threatening • Request Transfer Time to Transfer Completed Time > 4 hours • Completed Time was between the first and last day of month) Urgency = Urgent Specialist Care < 24 hours: (Sum of minutes for patient transfers into the selected LHD with: • Urgency = Urgent Specialist Care < 24 hours • Request Transfer Time to Transfer Completed Time > 24 hours

Field	Format	Definition	Rules/Calculations
			• Completed Time was between the first and last day of month
			/ Count of patient transfers into the selected LHD with:
			• Urgency = Urgent Specialist Care < 24 hours
			• Request Transfer Time to Transfer Completed Time > 24 hours
			• Completed Time was between the first and last day of month
			Urgency = Inpatient Specialist Care 24 – 72 hours:
			(Sum of minutes for patient transfers into the selected LHD with:
			• Urgency = Inpatient Specialist Care 24 – 72 hours
			• Request Transfer Time to Transfer Completed Time > 72 hours
			• Completed Time was between the first and last day of month
			OR
			• Urgency = Future Inpatient Specialist Care 24 – 72 hours
			• Estimated Transfer Time to Transfer Completed Time > 72 hours
			• Completed Time was between the first and last day of month
			/ Count of patient transfers into the selected LHD with:
			• Urgency = Inpatient Specialist Care 24 – 72 hours AND Request Transfer Time to Transfer Completed Time > 72 hours
			• Urgency = Future Inpatient Specialist Care 24 – 72 hours AND Estimated Transfer Time to Transfer Completed Time > 72 hours
			• Completed Time was between the first and last day of month)
			Urgency = Return Transfer of Care Post Specialist Care > 1 business day:
			(Sum of minutes for patient transfers into the selected LHD with:
			• Urgency = Return Transfer of Care Post Specialist Care > 1 business day
			• Request Transfer Time to Transfer Completed Time > 1 business day
			• Completed Time was between the first and last day of month
			OR
			• Urgency = Future Return Transfer of Care Post Specialist Care > 1 business day
			• Estimated Transfer Time to Transfer Completed Time > 1 business day
			• Completed Time was between the first and last day of month
			/ Count of patient transfers into the selected LHD with:
			• Urgency = Return Transfer of Care Post Specialist Care > 1 business day AND Request Transfer Time to Transfer Completed Time > 1 business day

Field	Format	Definition	Rules/Calculations
			• Urgency = Future Return Transfer of Care Post Specialist Care > 1 business day AND Estimated Transfer Time to Transfer Completed Time > 1 business day • Completed Time was between the first and last day of month)

9.2 Facility Operational Summary (Trend)

Table 81: Facility Operational Summary (Trend) Overview

Report Title	Facility Operational Summary Trend
Report Definition	Provides a snapshot of operations for a specific Facility using the Patient Flow Portal by reporting information about: • NEAT • LOS > 49 Days • LOS > 99 Days • Total Occupancy and ED Accessible Occupancy • Estimated Date of Discharge – Clinician Defined and Expired EDD's • Waiting for What Delay Reasons • Inter LHD Patient Transfers The report will display up to 12 months of trend data as selected by the user.
Report Use	Allows MoH and LHD Executives to monitor the operations of their LHD's and potentially identify areas of improvement.
Report Data Source	PFP and EDWARD for NEAT
User Access	LHD User and MoH User
Report Format	PDF only
Report Prompts – mandatory unless otherwise stated	**Facilities**: The facilities the user wants to run the report for. Facilities available for selection depends on the user's access rights. **Snapshot:** Month
Sort Order	Alphabetically by LHD **W4W:** **1st Sort**: Alphabetically by W4W Category **2nd Sort**: By W4W reason bed days (highest to lowest)
Alerts	N/A
Business rules	N/A

Refer to 9.1 LHD Operational Summary (Trend) for details of the report layout and data elements.

9.3 LHD Operational Summary

Table 82: LHD Operational Summary Overview

Report Title	LHD Operational Summary
Report Definition	Provides a snapshot of operations for a specific LHD using the Patient Flow Portal by reporting information about: • NEAT • LOS > 49 Days • LOS > 99 Days • Total Occupancy and ED Accessible Occupancy • Estimated Date of Discharge – Clinician Defined and Expired EDD's • Waiting for What Delay Reasons • Inter LHD Patient Transfers The report will display either: • One calendar month of data. • Up to 12 months of aggregated data based on financial year as selected by user. • Up to 12 months of aggregated data based on calendar year as selected by user.
Report Use	Allows MoH and LHD Executives to monitor the operations of their LHD's and potentially identify areas of improvement.
Report Data Source	PFP and EDWARD for NEAT
User Access	LHD User and MoH User
Report Format	PDF only

Report Prompts – mandatory unless otherwise stated	**LHD**: The LHD(s) the user wants to run the report for. LHDs available for selection depends on the user's access rights.
	Snapshot: Month
	           Calendar Year
	           Financial Year

Sort Order	Alphabetically by LHD **W4W:** **1st Sort**: Alphabetically by W4W Category **2nd Sort**: By W4W reason bed days (highest to lowest)
Alerts	N/A
Business rules	N/A

Figure 60: LHD Operational Summary - Layout (page 1)

LHD Operational Summary

NEAT % Pts in ED <=4 hours			LOS > 49 days				LOS > 99 days				Occupancy		Estimated Date of Discharge	
All Pts. Target = 76%	Admitted Pts. (%)	Non Admitted Pts. (%)	# Pts.	# Mental Health Pts.	# Pts. Excluding Mental Health	Avg. Pts. Utilising Available Beds (%)	# Pts.	# Mental Health Pts.	# Pts. Excluding Mental Health	Avg. Pts. Utilising Available Beds (%)	Avg. Occupancy (%)	Avg. ED Accessible Bed Occupancy (%)	Avg. Clinician Defined EDD (%)	Avg. Expired EDD (%)
			110	24	86	4.8	25	8	17	1.0	86.1	94.8	82.3	11.2

% Clinician Defined EDD demonstrates compliance with NSW MoH PD2011-015 Care Coordination: Planning from Admission to Transfer of Care in NSW Public Hospitals

Waiting for What Summary

W4W Category	# Records	# Bed Days	Capacity Equivalent (%)	Avg. Pts with W4W Reason (%)
Consults	103	499	1.7	
Diagnostics/Treatment	133	334	1.1	
Discharge Process	45	46	0.2	11.4
Out of Hospital Referral	153	766	2.6	
Transfer/Transport	236	1312	4.4	
TOTAL	**670**	**2957**	**10.0**	

Waiting for What capture recommended to be 15-20% of all inpatients

Inter LHD Transfer Summary

Urgency Category		# Transfers	# Breached	% Breached	Avg. Breached Wait Time (hrs)
Life threatening	Transfers OUT	1	1	100.0	4.5
	Transfers IN				
Urgent specialist care < 24hrs	Transfers OUT	18	3	16.7	37.8
	Transfers IN	3		0.0	
Inpatient specialist care 24-72hrs	Transfers OUT	31	11	35.5	198.8
	Transfers IN	12	3	25.0	123.8
Return Transfer of Care Post Specialist Care	Transfers OUT	2	1	50.0	194.0
	Transfers IN	15	6	40.0	35.4
TOTAL/AVG.		**82**	**25**	**38.2**	**99.1**

Figure 61: LHD Operational Summary - Layout (page 2)

Waiting for What Summary - Top 3 Reasons per Category

Category	Reason	# Records	# Bed Days	Capacity Equivalent (%)
Consults	Orthopaedics	7	116	0.4
	Rehabilitation	24	70	0.2
	Aged Care	15	54	0.2
Diagnostics/Treatment	CT	17	63	0.2
	Other	29	61	0.2
	AMO / Team Review	27	52	0.2
Discharge Process	Other	11	28	0.1
	Discharge Equipment	5	8	0.0
	Family/Carer Conference	5	7	0.0
Out of Hospital Referral	Residential Aged Care Service	37	233	0.8
	ACAT Assessment	40	171	0.6
	Other	12	103	0.3
Transfer/Transport	Other	101	690	2.3
	IHT- Waiting for Bed @ Accepting Facility	55	298	1.0
	IWT/Ward Bed	44	215	0.7

Figure 62: LHD Operational Summary - Layout (page 3)

Inter LHD Transfers OUT and IN		# Transfers	Life Threatening < 4 hours			Urgent Specialist Care < 24 hours			Inpatient Specialist Care 24-72 hours			Return Transfer of Care Post Specialist Care > 1 business day		
Local Health District			# Breached	% Breached	Avg. Breached Wait Time (hrs)	# Breached	% Breached	Avg. Breached Wait Time (hrs)	# Breached	% Breached	Avg. Breached Wait Time (hrs)	# Breached	% Breached	Avg. Breached Wait Time (hrs)
	Transfer OUT	6							3	50.0	224.9			
	Transfer IN	3							1	33.3	121.6			
	Transfer OUT	22	1	4.5	4.5	2	9.1	34.3	3	13.6	169.8	1	4.5	194.0
	Transfer IN	19										4	21.1	33.4
	Transfer OUT	13							3	23.1	213.3			
	Transfer IN	2							1	50.0	114.3			
	Transfer OUT	1												
	Transfer IN	2							1	50.0	135.6	1	50.0	28.0
	Transfer OUT	1							1	100.0	212.7			
	Transfer IN													
	Transfer OUT	1												
	Transfer IN													
	Transfer OUT	4				1	25.0	44.8	1	25.0	150.5			
	Transfer IN	3										1	33.3	50.7
	Transfer OUT	1												
	Transfer IN													
	Transfer OUT	2												
	Transfer IN													
	Transfer OUT	1												
	Transfer IN	1												

Refer to LHD Operational Summary (Trend) data elements in Table 80 with the addition of the Waiting for What detailed summary section in Table 83.

Table 83: LHD Operational Summary Data Elements – Waiting for What Detailed Summary

Field	Format	Definition	Rules/Calculations
Waiting for What Summary – Top 3 Reasons per Category	Text	Title for Waiting for What Summary – Top 3 Reasons per Category	N/A
Category	Text	WFW categories in alphabetical order: • Consults • Diagnostics / Treatment • Discharge Process • Out of Hospital Referral • Transfer / Transport	N/A
Reason	Text	Top 3 reasons for each W4W category ordered by number of bed days consumed.	N/A
# Records	Numeric	Total number of open W4W reasons which are consuming the bed days for each reason.	Count of number of W4W records per top 3 reasons that were open at some point between the first and last day of the month.
# Bed Days	Numeric	Displays the number of bed days consumed for each of the top 3 WFW reasons per category. Top 3 reasons are ordered by number of bed days consumed from highest to lowest (i.e. second sort order for table following the Category).	Count of bed days consumed for each top 3 reason per category that were open at some point between the first and last day of the month. Count of bed pays per WFW Consults reason = Number of days from WFW Start Date to either of the following dates which occur first: • Discharge Date for the patient's admission • WFW reason Closed Date • No date as WFW reason is still open
Capacity Equivalent (%)	Numeric (%)	Displays the capacity equivalent percentage in terms of the number of bed days for each of the top 3 WFW reasons per category. Display % to 1 decimal point.	Numerator: Number of bed days consumed for each top 3 reason per category Denominator: Sum of daily average of number of available beds across the LHD (Daily average is calculated as sum of hourly snapshots divided by 24)

9.4 Facility Operational Summary

Table 84: Facility Operational Summary Overview

Report Title	Facility Operational Summary
Report Definition	Provides a snapshot of operations for a specific facility using the Patient Flow Portal by reporting information about: • NEAT • LOS > 49 Days • LOS > 99 Days • Total Occupancy and ED Accessible Occupancy • Estimated Date of Discharge – Clinician Defined and Expired EDD's • Waiting for What Delay Reasons • Inter LHD Patient Transfers The report will display either: • One calendar month of data. • Up to 12 months of aggregated data based on financial year as selected by user. • Up to 12 months of aggregated data based on calendar year as selected by user.
Report Use	Allows MoH and LHD Executives to monitor the operations of their LHD's and potentially identify areas of improvement.
Report Data Source	PFP and EDWARD for NEAT
User Access	LHD User and MoH User
Report Format	PDF only
Report Prompts – mandatory unless otherwise stated	**Facilities**: The facilities the user wants to run the report for. Facilities available for selection depends on the user's access rights. **Snapshot:** Month 　　　　　Calendar Year 　　　　　Financial Year
Sort Order	Alphabetically by LHD **W4W:** **1st Sort**: Alphabetically by W4W Category **2nd Sort**: By W4W reason bed days (highest to lowest)
Alerts	N/A
Business rules	N/A

Refer to 9.2 LHD Operational Summary for details of the report layout and data elements.

9.5 Whole of Hospital Snapshot

Table 85: Whole of Hospital Snapshot Overview

Report Title	Whole of Hospital Snapshot
Report Definition	Provides a snapshot of information about: • Admissions to the Emergency Department Short Stay Unit (EDSSU) via the Emergency Department (ED) • Number of admissions to the EDSSU • Admissions to Inpatient Ward via ED and EDSSU • % Admissions to Inpatient Ward via ED and EDSSU • Number of discharges from EDSSU • % Patients in EDSSU where LOS <= 24 hours • Admissions to the Medical Assessment Unit (MAU) via ED • Number of admissions to the MAU • Number of admissions to the PECC • Average Clinician Defined Estimated date of Discharge (EDD) % • Average Expired EDD % • Number of patients discharged • Number of patients discharged on weekdays • Number of patients discharged on the weekend • Week Day Discharge Rate % • Weekend Discharge Rate % • Average ED Accessible Bed Occupancy % • Number of patients admitted to Hospital in the Home (HITH) • Number of patients discharged from a Transit Lounge • Number of patients who were discharged from a Transit Lounge via ED • % of patients who were discharged from a Transit Lounge via ED as a proportion of all Transit Lounge discharges
Report Use	Allows Whole of Hospital (WoH) Team members inclusive of Ministry of Health and relevant LHD Executives to monitor progress at WoH sites.
Report Data Source	PFP
User Access	MoH User
Report Format	Excel only
Report Prompts – mandatory unless otherwise stated	**From Date** (default = Today): The start date for the report. **To Date** (default = Today): The end date for the report.
Sort Order	Alphabetically by Facility.
Alerts	N/A
Business rules	N/A

Figure 63: Whole of Hospital Snapshot- Layout

Whole of Hospital Snapshot
For the period 01/10/2013 to 31/10/2013

Name																	
Northern Sydney						89.0	52.5	18	17	1	94.4	5.6	100.8				0.0
Hunter New England			117	136		63.8	13.0	1517	1249	268	82.3	17.7	100.5				0.0
Hunter New England						0.0	63.4	29	23	6	79.3	20.7	79.1				0.0
Hunter New England						0.0	88.1	5	5		100.0	0.0	0.0				0.0
Northern Sydney	360	400			46	77.3	12.4	1210	990	220	81.8	18.2	81.9				0.0
Hunter New England						98.2	16.4	1749	1507	242	86.2	13.8	77.3		54		0.0
Murrumbidgee						0.0	39.8	34	34		100.0	0.0	72.4				0.0
Murrumbidgee						0.0	36.6	31	29	2	93.5	6.5	59.9				0.0
Hunter New England						0.0	98.4	2	2		100.0	0.0	11.2				0.0
Hunter New England						0.0	78.2	3	2	1	66.7	33.3	114.0				0.0
Illawarra Shoalhaven						18.0	43.1	255	206	49	80.8	19.2	64.2				0.0
Western NSW						79.0	6.0	24	21	3	87.5	12.5	98.5				0.0
Northern Sydney			169	178		82.7	10.5	1159	974	185	84.0	16.0	71.2				0.0
Hunter New England						96.6	40.1	356	309	47	86.8	13.2	49.1				0.0
Hunter New England						2.4	67.3	7	7		100.0	0.0	124.1				0.0
Southern NSW						78.2	6.9	687	555	132	80.8	19.2	68.6	18			0.0
Western Sydney						80.7	16.1	1273	1058	215	83.1	16.9	69.5	13			0.0
Western NSW						3.8	45.6	328	287	41	87.5	12.5	55.4				0.0
Northern NSW						88.8	26.4	145	103	42	71.0	29.0	45.7				0.0
Murrumbidgee						82.5	51.1	55	42	13	76.4	23.6	22.3				0.0
Northern NSW						60.6	13.6	506	446	60	88.1	11.9	78.5				0.0
Hunter New England						3.0	62.2	328	265	63	80.8	19.2	62.7				0.0
Hunter New England						0.0	88.9	9	9		100.0	0.0	42.0				0.0
Hunter New England						100.0	21.5	194	142	52	73.2	26.8	55.0				0.0
Murrumbidgee						97.1	53.9	121	94	27	77.7	22.3	67.7				0.0
Western NSW						0.0	71.7	43	39	4	90.7	9.3	79.5				0.0
Hunter New England						11.7	61.0	117	96	21	82.1	17.9	39.7				0.0
Nepean Blue Mountains	566	585			60	80.1	7.6	4983	4138	845	83.0	17.0	94.2				0.0
Northern Sydney						77.5	12.3	26	22	4	84.6	15.4	0.0				0.0
Northern NSW						32.0	62.5	16	12	4	75.0	25.0	46.1				0.0
Central Coast						90.7	3.6	23	22	1	95.7	4.3	95.3				0.0
Western NSW						0.0	82.0	54	45	9	83.3	16.7	58.3				0.0
Western NSW						0.0	88.7	26	22	4	84.6	15.4	75.5				0.0
Western NSW			68	113		89.3	4.8	1840	1548	292	84.1	15.9	89.9				0.0
Southern NSW						93.0	12.1	223	182	41	81.6	18.4	56.1				0.0
Western NSW						1.4	47.7	191	169	22	88.5	11.5	38.8				0.0
Western NSW						0.0	95.4	17	11	6	64.7	35.3	34.2				0.0
Illawarra Shoalhaven						88.9	10.0	62	57	5	91.9	8.1	96.4				0.0
Mid North Coast	128	128	114	131		61.3	18.2	1996	1706	290	85.5	14.5	90.1	63			0.0
Hunter New England						0.0	76.1	58	45	13	77.6	22.4	38.0				0.0
South Eastern Sydney	618	629	110	202	52	55.4	16.9	3755	3232	523	86.1	13.9	96.4	58	149	1	0.5
Southern NSW						13.6	37.2	728	628	100	86.3	13.7	85.1				0.0
Hunter New England						0.0	53.5	58	50	8	86.2	13.8	42.8				0.0
South Eastern Sydney						99.9	3.1	1361	1121	240	82.4	17.6	75.9				0.0
Northern Sydney	629	634	237	262	50	69.1	13.3	4335	3623	712	83.6	16.4	89.6		280	6	1.8
Sydney	488	516	128	244		83.3	13.4	4910	4084	826	83.2	16.8	99.3	51	439		0.0
Northern Sydney						91.3	21.2	13	13		100.0	0.0	0.0				0.0
Sydney						95.7	38.1	150	121	29	80.7	19.3	0.0				0.0
Northern Sydney	207	208				90.0	5.9	912	815	97	89.4	10.6	78.7		67		0.0
Western NSW						0.0	81.3	16	15	1	93.8	6.3	33.6				0.0

Table 86: Whole of Hospital - Data Elements

Field	Format	Definition	Rules/Calculations
LHD	Alphanumeric	Name of the LHD.	N/A
HIE Facility Code	Alphanumeric	Four digit facility code.	N/A
Facility	Alphanumeric	Facility name.	N/A
Admissions to EDSSU via ED	Numeric	Displays the number of patients transferred via the Emergency Department to wards identified as Emergency Department Short Stay Unit (EDSSU) during the defined date range at a specific facility. *Note: If patient is admitted or transferred to EDSSU multiple times in 1 admission this is only counted once.*	Number of patients admitted based on admission date via the Emergency Department to wards identified as EDSSU using Ward Type – Sub Ward Type: • Emergency – EMU / EDSSU (108003) • Paediatrics - EMU / EDSSU (119007) *Emergency Department is defined as a ward flagged as "Designated ED" and Ward Type – Sub Ward Type <>:* • *Emergency – EMU / EDSSU (108003)* • *Paediatrics - EMU / EDSSU (119007)*
Admissions to EDSSU	Numeric	Displays the number of patients admitted or transferred to wards identified as Emergency Department Short Stay Unit (EDSSU) during the defined date range at a specific facility. *Note: If patient is admitted or transferred to EDSSU multiple times in 1 admission this is only counted once.*	Number of patients admitted to or transferred to based on admission date to the EDSSU wards identified using Ward Type – Sub Ward Type: • Emergency – EMU / EDSSU (108003) • Paediatrics - EMU / EDSSU (119007)

Field	Format	Definition	Rules/Calculations
Admissions to Inpatient Ward via ED and EDSSU	Numeric	Displays the number of patients admitted or transferred to an inpatient ward via the Emergency Department and then EDSSU during the defined date range at a specific facility. *Note: If patient is admitted or transferred to EDSSU multiple times in 1 admission this is only counted once.*	Number of patients admitted based on admission date within the Emergency Department with following journey: 1st Ward = Emergency Department defined as a ward flagged as: • "Designated ED" OR • Ward Type – Sub Ward Type <> Emergency – EMU / EDSSU (108003) OR • Paediatrics - EMU / EDSSU (119007) 2nd Ward = EDSSU designed as a ward flagged as Ward Type – Sub Ward Type = • Emergency – EMU / EDSSU (108003) • Paediatrics - EMU / EDSSU (119007) 3rd Ward = Inpatient Ward defined as a ward <>: • "Designated ED" OR • Ward Type – Sub Ward Type <> Emergency – EMU / EDSSU (108003) OR • Paediatrics - EMU / EDSSU (119007)
% Admissions to Inpatient Ward via ED and EDSSU	Percentage	Displays the % of patients admitted to the Inpatient Ward via ED and EDSSU as a proportion of all admissions into EDSSU.	**Numerator:** Calculation from item #6 **Denominator:** Calculation from item #5
Discharges from EDSSU via ED	Number	Displays the number of patients discharged directly from EDSSU via the Emergency Department (i.e. patient's last ward during the admission was EDSSU).	Number of patients discharged based on discharged date where first ward = Emergency Department defined as a ward flagged as "Designated ED" and Ward Type – Sub Ward Type <>: • Emergency – EMU / EDSSU (108003) • Paediatrics - EMU / EDSSU (119007) AND Last ward in admission is EDSSU, defined as Ward Type – Sub Ward Type: • Emergency – EMU / EDSSU (108003) • Paediatrics - EMU / EDSSU (119007)

Field	Format	Definition	Rules/Calculations
Percentage of discharges from EDSSU via ED	Percentage	Displays the percentage of patients discharged directly from EDSSU via the Emergency Department (i.e. patient's last ward during the admission was EDSSU).	**Numerator:** Discharges from EDSSU via ED • Emergency – EMU / EDSSU (108003) • Paediatrics - EMU / EDSSU (119007) **Denominator:** Discharges from EDSSU
Pts with LOS in EDSSU <= 24 hours (%)	Percentage	Displays the % of patients who had a LOS in EDSSU <= 24 hours as a proportion of all admissions to EDSSU.	**Numerator:** Number of patients with length of stay <= 1440 minutes in EDSSU wards, defined as Ward Type – Sub Ward Type: • Emergency – EMU / EDSSU (108003) • Paediatrics - EMU / EDSSU (119007) **Denominator:** Calculation from item #5 – Admissions to EMU
Admissions to MAU via ED	Numeric	Displays the number of patients admitted or transferred via the Emergency Department to wards identified as Medical Assessment Unit (MAU) during the defined date range at a specific facility. *Note: If patient is admitted or transferred to MAU multiple times in 1 admission this is only counted once.*	Number of patients admitted based on admission date via the Emergency Department to wards identified as MAU using Ward Type and Sub Ward Type: • Aged Care – Medical Assessment Unit (101004) • Medical – Medical Assessment Unit (114009) • Paediatrics - Medical Assessment Unit (119012) *Emergency Department is defined as a ward flagged as "Designated ED" and Ward Type – Sub Ward Type <>:* • *Aged Care – Medical Assessment Unit (101004)* • *Medical – Medical Assessment Unit (114009)* • *Paediatrics - Medical Assessment Unit (119012)*

Field	Format	Definition	Rules/Calculations
Admissions to MAU	Numeric	Number of patients admitted or transferred to wards identified as Medical Assessment Unit (MAU) during the defined date range at a specific facility.	Count of patients admitted or transferred during the reporting period to wards identified as MAU using Ward Type and Sub Ward Type: • Aged Care – Medical Assessment Unit (101004) • Medical – Medical Assessment Unit (114009) • Paediatrics - Medical Assessment Unit (119012) If patient is admitted or transferred to MAU multiple times in 1 admission this is only counted once.
Admissions to PECC	Numeric	Number of patients admitted or transferred to wards identified as PECC for the defined date range at a specific facility. .	Count of patients admitted or transferred based on admission date to wards identified as PECC using Ward Type – Sub Ward Type: • Emergency – PECC (108005) • Mental Health – PECC (115007) If patient is admitted or transferred to PECC multiple times in 1 admission this is only counted once
Average Clinician Defined EDD %	Numeric (%)	Average clinician defined EDD percentage for the defined date range at a specific facility. The average is based on an hourly snapshot taken each hour of the day for a facility.	Hourly snapshot: (Count of patients within a facility with a Clinician Defined EDD (excluding patients in: • Wards flagged as Day Only OR Designated ED • Virtual Beds (i.e. Well Babies, Boarder and Leave) • LOS < 24 hours) /Count of patients within a specific facility (excluding patients in: • Wards flagged as Day Only OR Designated ED • Virtual Beds (i.e. Well Babies, Boarder and Leave) • LOS < 24 hours) x 100 Calculation for average % is: Sum of each daily snapshot/Number of daily snapshots within the defined date range

Field	Format	Definition	Rules/Calculations
Average Expired EDD %	Numeric (%)	Average % of patients who's EDD has expired regardless of whether it was Clinician Defined for the defined date range at a specific facility.	Daily snapshot: (Count of patients within a specific facility with an Expired EDD (excluding patients in: • Wards flagged as Day Only OR Designated ED • Virtual Beds (i.e. Well Babies, Boarder and Leave) • LOS < 24 hours) /Count of patients within a specific facility (excluding patients in: • Wards flagged as Day Only OR Designated ED • Virtual Beds (i.e. Well Babies, Boarder and Leave) • LOS < 24 hours) x 100 Calculation for average % is: Sum of each daily snapshot/Number of daily snapshots within the defined date range.
Number of patients discharged	Numeric	Number of patients discharged during the defined date range.	Count of patients whose discharge date is within the reporting period.
Number of patients discharged on weekdays	Numeric	Number of patients discharged on a weekday.	Count of patients whose discharge date is from Monday 00:01 to Friday 23:59 within the reporting period. If there are no weekdays within the defined date range then no value is displayed.
Number of patients discharged on weekend	Numeric	Number of patients discharged on a weekend.	Count of patients whose discharge date is from Saturday 00:00 to Sunday 23:59 within the reporting period. If there are no weekends within the defined date range then no value is displayed.
Week Day Discharge Rate %	Numeric (%)	Week day discharge rate as a % of all discharges for a specific facility.	(Count of patients whose discharge date is from Monday 00:01 to Friday 23:59 within the reporting period/Count of patients whose discharge date is within the reporting period) x 100 If there are no weekdays within the defined date range then 0.0 is displayed.

Field	Format	Definition	Rules/Calculations
Weekend Discharge Rate %	Numeric (%)	Displays the weekend discharge rate as a % of all discharges for a specific facility. Display % to 1 decimal point.	Count of patients whose discharge date is from Saturday 00:00 to Sunday 23:59 within the reporting period Count of patients whose discharge date is within the reporting period) x 100

If there are no weekends within the defined date range then 0.0 is displayed. |
| Average ED Accessible Bed Occupancy % | Numeric (%) | Average ED Accessible Bed occupancy percentage for a facility. The average is based on an hourly snapshot taken each hour of the day for each facility within the LHD. | Calculation for hourly snapshot: (Total number of occupied beds in wards flagged as ED Accessible for the given facility (excluding patients in Beds flagged as Leave, Boarder and Well Baby)/Total number of available beds in wards flagged as ED Accessible for the given facility) x 100

Calculation for average %: (Sum of all hourly snapshots/Number of hourly snapshots within the week) |
| Number of patients who received HITH care | Numeric | Number of patients admitted or transferred to wards identified as HITH during the defined date range at a specific facility. | Count of patients admitted or transferred during the reporting period to wards identified as HITH using Ward Type – Sub Ward Type:
• Hospital In The Home (112000)
• Paediatrics – Hospital In The Home (119009)

If patient is admitted or transferred to HITH multiple times in 1 admission this is only counted once |
| Number of patients discharged from a Transit Lounge | Numeric | Number of patients discharged from wards identified as Transit Lounge at a specific facility. | Count of patients whose were discharged during the reporting period from a Transit Lounge using Ward Type = Transit/Discharge Lounge (126000). |
| Number of patients discharged from a Transit Lounge via ED | Numeric | Number of patients discharged from a transit lounge via ED (i.e. first ward is ED and second ward is transit lounge). | Count of patients admitted or transferred to:
First ward = Emergency Department: defined as a ward flagged as "Designated ED" and Ward Type <> Transit/Discharge Lounge (126000). AND
Discharged during the reporting period from a ward = Wards identified as Transit Lounge using Ward Type = Transit/Discharge Lounge (126000). |

Field	Format	Definition	Rules/Calculations
% Transit Lounge Discharges via ED	Numeric (%)	Percentage of transit lounge discharges via ED (i.e. first ward is ED and discharge ward is a transit lounge)	(Count of patients admitted or transferred to: First ward = Emergency Department: defined as a ward flagged as "Designated ED" and Ward Type <> Transit/Discharge Lounge (126000). AND Discharged during the reporting period from a ward = Wards identified as Transit Lounge using Ward Type = Transit/Discharge Lounge (126000)/ Count of patients whose were discharged during the reporting period from a Transit Lounge using Ward Type = Transit/Discharge Lounge (126000)) x 100

9.6 Facility Whole of Hospital Snapshot

Table 87: Facility Whole of Hospital Snapshot Overview

Report Title	Facility Whole of Hospital Snapshot
Report Definition	Provides a snapshot of the hospitals selected who are undertaking the Whole of Hospital (WoH) Program by reporting on information about: • Admissions to the Emergency Medicine Unit (EMU) via ED • Total number of admissions to the EMU • Admissions to the Medical Assessment Unit (MAU) via ED • Total number of admissions to the MAU • Total number of admissions to the PECC • Average Clinician Defined Estimated date of Discharge (EDD) % • Average Expired EDD % • The total number of patients discharged • The total number of patients discharged on weekdays • The total number of patients discharged on the weekend • Week Day Discharge Rate % • Weekend Discharge Rate % • Average ED Accessible Bed Occupancy % • The total number of patients admitted to Hospital in the Home (HITH) • The total number of patients discharged from a Transit Lounge • The total number of patients who were discharged from a Transit Lounge via ED • The % of patients who were discharged from a Transit Lounge via ED as a proportion of all Transit Lounge discharges
Report Use	Allows Whole of Hospital (WoH) Team members inclusive of Ministry of Health and relevant LHD Executives to monitor progress at WoH sites.
Report Data Source	PFP
User Access	MoH User
Report Format	Excel only
Report Prompts – mandatory unless otherwise stated	**Facilities**: The facilities the user wants to run the report for. Facilities available for selection depends on the user's access rights. **From Date** (default = Today): The start date for the report. **To Date** (default = Today): The end date for the report.
Sort Order	Alphabetically by Facility.
Alerts	N/A
Business rules	N/A

Refer to 9.5 Whole of Hospital Snapshot for details of the report layout and data elements.

10.0 MEDICAL ASSESSMENT UNIT REPORTS

10.1 Medical Assessment Unit Indicator Calculations

All the MAU reports provide data about specific performance and process indicators that are consistent across each report. The performance indicators are all patient centric, focussing on the benefits of the MAU for patients, whilst the process indicators are to assist LHD's and facilities to understand, manage and monitor internal processes. The targets, criteria, calculation, data source tables, limitations and other comments are identified in Table 88 as opposed to being documented in each of the reports detailed below. All data for the MAU reports are sourced from NSW Health's Health Information Exchange (HIE) data warehouse.

Table 88: MAU Performance and Process Indicator Descriptions

#	Indicator	Target	Criteria	Calculation & Data Source Tables	Limitations or Comments
Performance Indicators					
1	Average Total Hours in ED for all MAU patients	<= 4hrs	Average hours in ED for ALL patients admitted to the MAU (direct admissions who bypass ED/ED triage will be given "0hrs" for ED LOS).	**Numerator:** Sum (episode_length_hours) where unit_type in ('17', '58') **Denominator:** Count of stays where patient was admitted to MAU **Data Source Tables:** DAYS_EPISODE, EPISODE	• Discharged patients • Time period • Same facility, sum (episode_length_hours) > 0 where unit_type = '87'
2	Average Length of stay (hours) in MAU	< 48 hrs	Patients admitted to a MAU.	**Numerator:** Sum (episode_length_hours) where unit_type = '87' **Denominator:** Count of stays where patient was in a MAU **Data source Tables:** DAYS_EPISODE, EPISODE	**Limitations:** • Discharged patients • Time period • Same facility, sum(episode_length_hours) > 0 where unit_type = '87' **Comments:** This indicator does not differentiate between patients that were admit to MAU via ED and those admitted directly to MAU
3	Average Length of Stay of MAU patients transferred to a ward (days)	<= 7 days	Patients admitted to MAU and subsequently transferred to inpatient ward. DAYS_EPISODE table contains a	**Numerator:** Sum (episode_length_hours) excluding unit_type in ('17', '58') where patient was in a MAU and inpatient ward	• Discharged patients • Time period • Same facility, sum (episode_length_hours) > 0 where

#	Indicator	Target	Criteria	Calculation & Data Source Tables	Limitations or Comments
			record with Unit_type = '87' and trans_type = 'TRA'	**Denominator:** Count of stays where patient was in a MAU and inpatient ward **Data source Tables:** DAYS_EPISODE, EPISODE	unit_type = '87'
4	Readmission Rate within 28 days of MAU Discharged Home	<= 10%	Patients with a readmission via the Emergency Department to the same hospital within 28 days of discharge from hospital to place of usual residence. The initial inpatient stay contains some time in the MAU and may also contain some time in another inpatient ward. The patient was discharged from the MAU, an inpatient ward, or the discharge lounge. If the patient went to a discharge lounge , the time spent in the discharge lounge is not counted in any calculations and the prior ward is deemed to be the last ward.	**Emergency Department admission:** Unit_type = '17' or '58' in DAYS_EPISODE table **MAU discharged to place of usual residence:** trans_type='DIS' AND unit_type is a MAU ward in the DAYS_EPISODE table (or if the last ward is a transit lounge, the previous ward is used) AND Inpatient mode_of_separation in ('1','2','3','6','7','8','11') in the EPISODE table **Numerator:** Count of persons in the denominator that had an admission via the emergency department within 28 days of discharge **Denominator:** Total number of patients discharged from MAU or MAU-ward to usual place of residence **(i.e. last ward can be MAU or Inpatient Ward)** **Data sources:** DAYS_EPISODE, EPISODE, STAY	• Time period • Same facility, sum (episode_length_hours) > 0 where unit_type = '87' • Re-admissions are identified based on the admission date of the 2nd admission. • Exclude patients with Planned Admissions within 28 days following the 1st admission.
Process Indicators					
5	Separations from MAU	Nil	Patients admitted and discharged from a MAU.	Count of stays where patient was in a MAU **Data Source Tables:** DAYS_EPISODE, EPISODE	• Discharged patients • Time period • Same facility, sum (episode_length_hours) > 0 where unit_type = '87'
6	Average Length of Stay (hours) in MAU for patients aged 65 and over	<= 48hrs	Patients aged 65+ that were admitted to a MAU.	**Numerator:** Sum (episode_length_hours) where unit_type = '87' and age in STAY table >=65 **Denominator:** Count of stays where patient	• Discharged patients • Time period • Same facility, sum (episode_length_hours) > 0 where

#	Indicator	Target	Criteria	Calculation & Data Source Tables	Limitations or Comments
				was in a MAU and age in STAY table >=65 **Data source Tables:** DAYS_EPISODE, EPISODE, STAY	unit_type = '87'
7	% patients transferred from the MAU within 48hrs	80% - 90% (Guide only)	If a patient has been transferred in/out from MAU more than once during the same inpatient episode, the stay is only counted once, but total time in MAU is aggregated.	**Numerator:** Count of stays of stays where sum (episode_length_hours) < 48. *Currently this may cause a rounding problem, so alternately sum the difference in hours and minutes between start_date and end_date for all MAU wards* **Denominator:** Count of stays where patient was in a MAU **Data source Tables:** DAYS_EPISODE, EPISODE	• Discharged patients • Time period • Same facility, sum (episode_length_hours) > 0 where unit_type = '87'
8	% patients discharged home from the MAU	Nil (Advice: To maintain patient flow this needs to be >= 30%)	Admitted to MAU AND discharged home to place of usual residence from MAU unit.	**Numerator:** Count of MAU discharges where trans_type='DIS' AND unit_type is a MAU ward in the DAYS_EPISODE table AND mode_of_separation in ('1','2','3','6','7','8','11') in the EPISODE table *BO calculates as below: Total hrs – (ED_hrs+discharge_lounge_hrs+MAU_hrs) = 0 and mode of separation in (1,2,3,6,7,8,11).* **Denominator:** Count of stays where patient was in a MAU **Data source Tables:** DAYS_EPISODE, EPISODE	• Discharged patients • Time period • Same facility, sum (episode_length_hours) > 0 where unit_type = '87' • Includes patients that went MAU – Discharge Lounge – Home.
9	% patients discharged home from the MAU within 48hrs	80% - 90% (Guide only)	Admitted to MAU AND discharged home to place of usual residence from MAU unit within 48 hours.	**Numerator:** Number of MAU patients who spent less than 48 hrs in MAU discharged directly to home (usual residence) or discharged MAU - Discharge Lounge – Home. (i.e. mode_of_sep in ('1','2','3','6','7','8','11') and time spent in other wards except ED and discharge lounge = 0)	• Discharged patients • Time period • Same facility, sum (episode_length_hours) > 0 where unit_type = '87' • Includes patients that went MAU – Discharge Lounge – Home.

#	Indicator	Target	Criteria	Calculation & Data Source Tables	Limitations or Comments
				Denominator: Number of patients discharged from MAU or MAU - Discharge Lounge – Home. **Data source Tables:** DAYS_EPISODE, EPISODE	
10	% patients transferred to an inpatient ward from the MAU	Nil (Advice: To maintain patient flow this needs to be <=70%)	Patients admitted to MAU and subsequently transferred to inpatient ward.	DAYS_EPISODE table contains a record with Unit_type = '87' and Total hours spent excluding ED Hours, MAU Hours and Discharge Lounge Hours is greater than zero. **Numerator:** Count of stays where patient was in a MAU and inpatient ward **Denominator:** Count of stays where patient was in a MAU **Data source Tables:** DAYS_EPISODE, EPISODE	• Discharged patients • Time period • Same facility, sum (episode_length_hours) > 0 where unit_type = '87'
11	% patient admitted directly to the MAU	Nil	Percentage of patients admitted directly to MAU ward without coming through an ED to the total number of MAU Patients.	**Numerator:** Number of patients stayed in MAU who spent no time in ED **Denominator:** Count of stays where patient was in a MAU **Data source Tables:** DAYS_EPISODE, EPISODE	• Discharged patients • Time period • Same facility, sum (episode_length_hours) > 0 where unit_type = '87'
12	Readmission Rate within 28 days of MAU Discharged home direct from MAU unit	<=10%	Patients with a readmission via the Emergency Department to the same hospital within 28 days of discharge from MAU ward/unit or MAU ward / unit to Discharge Lounge and then to place of usual residence. The inpatient stay only contained time in the MAU ward and the patient was discharged from MAU.	**Emergency Department admission:** Unit_type = '17' or '58' in DAYS_EPISODE table **MAU discharged to place of usual residence:** trans_type='DIS' AND unit_type is a MAU ward in the DAYS_EPISODE table AND Inpatient mode_of_separation in ('1','2','3','6','7','8','11') in the EPISODE table **Numerator:** Count of persons in the denominator that had an admission via the emergency department within 28 days of	• Time period • Same facility • Re-admissions are identified based on the admission date of the 2nd admission. • Exclude patients with Planned Admissions within 28 days following the 1st admission.

#	Indicator	Target	Criteria	Calculation & Data Source Tables	Limitations or Comments
				discharge **Denominator:** Count of admissions to MAU that were discharged from the MAU to home (i.e. last ward was MAU) or MAU - Discharge Lounge – Home. **Data source Tables:** DAYS_EPISODE, EPISODE, STAY	
13	% MAU NEAT	>=81%	Patients who have been admitted to the MAU via the ED within 4 hours.	**Emergency Department admission:** Unit_type = '17' or '58' in DAYS_EPISODE table **Numerator:** Count of admissions to the MAU via the Emergency Department within 4 hours (i.e. <= 240 minutes) **Denominator:** Count of admissions to the MAU via the Emergency Department **Data source Tables:** DAYS_EPISODE, EPISODE, STAY	• Time period • Same facility, sum (episode_length_hours) <= 240 minutes where unit_type = '17' or '58' • 1st ward has unit type = 17 or 58 and 2nd ward has unit type = 87 for both numerator and denominator

10.2 Facility MAU Re-admissions

Table 89: Facility MAU Re-admissions Overview

Report Title	Facility MAU Re-admissions
Report Definition	Provides the patient ID (MRN or UID depending on the LHD) and Stay Number for all separations from a MAU in a month and the subsequent re-admission within 28 days. Note: MAU Separations excludes those with Mode of Separation = 4 (Transfer to public psychiatric hospital), 5 (Transfer to other hospital), 9 (Type change separation) and 10 (Discharge on leave) Readmission data is calculated based on 28 days since the patient was discharged from their previous admission where they visited a MAU. As such if this report is generated for last 28 days prior to today, the readmission data will not be up to date.
Report Use	Can be used to better identify those patients that are a re-admission into a MAU.
Report Data Source	HIE
User Access	All users except Connecting Care and Ambulance User.
Report Format	Excel
Report Prompts – mandatory unless otherwise stated	Facilities user has approved access to, based on the LHD selected. Month (defaults to 2 months prior to current month).
Sort Order	1st **Sort:** Chronologically by Discharge Date 2nd **Sort:** Alphabetically/numerically by Patient ID
Alerts	N/A
Business rules	N/A

Figure 64: Facility MAU Re-admissions – Layout

Facility MAU Re-admissions
For the Period 01/04/2014 to 30/04/2014

Separations				Re-admissions	
Patient ID	Stay Number	Discharge Date	Patient Location Prior to Discharge	Stay Number	Re-admission Date
0000066717	4143074	01/04/2014	MAU		
0000148878	4142329	01/04/2014	Inpatient Ward		
0000311116	4142650	01/04/2014	Inpatient Ward		
0000567274	4136130	01/04/2014	MAU		
0000027095	4143129	02/04/2014	Inpatient Ward		
0000066194	4110599	02/04/2014	MAU		
0000069177	4142085	02/04/2014	Inpatient Ward		
0000102804	4139480	02/04/2014	MAU		
0000178235	4139572	02/04/2014	Inpatient Ward		
0000383355	4116965	02/04/2014	Inpatient Ward		
0000498003	4142649	02/04/2014	Inpatient Ward		
0000513852	4140754	02/04/2014	Inpatient Ward		
0000712238	4142982	02/04/2014	Inpatient Ward		
0000000334	4150201	03/04/2014	MAU		
0000104585	4143047	03/04/2014	Inpatient Ward		
0000298849	4138790	03/04/2014	Inpatient Ward		
0000506955	4152122	03/04/2014	MAU		
0000744158	4143077	03/04/2014	Inpatient Ward		
0000888671	4150226	03/04/2014	Discharge Lounge		
0000984753	4149937	03/04/2014	MAU		
0000060708	4150277	04/04/2014	MAU		
0000111050	4150248	04/04/2014	MAU	4157408	07/04/2014
0000237690	4150086	04/04/2014	MAU		
0000293058	4147027	04/04/2014	Inpatient Ward		
0000435336	4151542	04/04/2014	Inpatient Ward		
0000628435	4144220	04/04/2014	Inpatient Ward		
0000715621	4144893	04/04/2014	Inpatient Ward		
0000825402	4151959	04/04/2014	Inpatient Ward		
0000163185	4152737	06/04/2014	MAU		
0000030690	4154352	07/04/2014	Inpatient Ward		
0000130665	4155294	07/04/2014	MAU		
0000324769	4149723	07/04/2014	Inpatient Ward		
0000453610	4150035	07/04/2014	Inpatient Ward		
0000851559	4151275	07/04/2014	Inpatient Ward		
0000911452	4153481	07/04/2014	Inpatient Ward		
0000927811	4150169	07/04/2014	Inpatient Ward		
0000972168	4146573	07/04/2014	Inpatient Ward	4165512	12/04/2014
0000491834	4154492	08/04/2014	Inpatient Ward		
0000635211	4152590	08/04/2014	Inpatient Ward		
0000740232	4154690	08/04/2014	Inpatient Ward		
0000207504	4154554	09/04/2014	Inpatient Ward		
0000305405	4152401	09/04/2014	Inpatient Ward		
0000490322	4157415	09/04/2014	Inpatient Ward		
0000553497	4155145	09/04/2014	MAU		
0000717310	4159290	09/04/2014	MAU		
0000740178	4158173	09/04/2014	MAU		
0000757516	4152327	09/04/2014	Inpatient Ward		
0000824415	4157453	09/04/2014	MAU	4161879	09/04/2014
0000433453	4157971	10/04/2014	Inpatient Ward		
0000478867	4157536	10/04/2014	Inpatient Ward		

10.3 Facility MAU Summary

Table 90: Facility MAU Summary Overview

Report Title	Facility MAU Summary
Report Definition	Provides the following information about Medical Assessment Units based on a date period defined by the user for 1 or more facilities a user has approved access to: • Average Total Hours in ED for all MAU Patients. • Average LOS in MAU (Hours). • Average LOS of MAU Patients Transferred to a Ward (Days). • Readmission Rates within 28 days of MAU-Home or MAU-ward-home discharges. • Separations from MAU. • Average LOS in MAU for patient aged 65+ (Hours). • % patients transferred from MAU within 48 hours. • % patients discharged home from MAU. • % patients discharged home from MAU within 48 hours. • % MAU patients transferred to ward. • % Admissions direct to MAU. • Re-admission rate of MAU-home discharges ONLY. • % MAU NEAT. The data is presented in tabular format with 4 tables: • Table 1: Displays data for the defined date period. • Table 2: Displays data for the defined date period based on admissions or discharges from MAU between the hours of 08:00:01 – 16:00. • Table 3: Displays data for the defined date period based on admissions or discharges from MAU between the hours of 16:00:01 – 00:00. • Table 4: Displays data for the defined date period based on admissions or discharges from MAU between the hours of 00:00:01 – 08:00. Note: Readmission data is calculated based on 28 days since the patient was discharged from their previous admission where they visited a MAU. As such if this report is generated for last 28 days prior to today, the readmission data will not be up to date.
Report Use	Can be used to obtain an overview of the operations and performance of Medical Assessment Units in a facility.
Report Data Source	HIE
User Access	All users except Ambulance User.
Report Format	PDF in portrait display (default) Excel (tables only)
Report Prompts – mandatory unless otherwise stated	Facilities user has approved access to. Date From Date To
Sort Order	Facility name in alphabetical order.
Alerts	N/A
Business rules	N/A

Figure 65: Facility MAU Summary – Layout

Facility MAU Summary

For the period 01/02/2014 to 28/02/2014

Facility	Avg total hours in ED for all MAU patients	Avg LOS in MAU (hrs)	Avg LOS of MAU patients transferred to a ward (days)	Re-admission rates of MAU-home or MAU-ward-home discharges	Separations from MAU	Avg LOS in MAU for patients aged 65+ (hrs)	% Patients transferred from MAU to ward	% Patients transferred from MAU within 48 hrs	% Patients discharged home from MAU	% Patients discharged home from MAU within 48 hrs	% Admissions direct to MAU	Re-admission rate of MAU-home discharges ONLY	% MAU NEAT
	6.2	34.0	7.2	13.8	132	37.3	63.6	72.7	33.3	65.9	2.3	6.8	30.8
	6.1	22.7	8.9	7.8	317	22.3	74.4	88.6	24.3	83.1	4.1	5.5	35.4

For the period 01/02/2014 to 28/02/2014 (08:00 - 16:00)

Facility	Avg total hours in ED for all MAU patients	Avg LOS in MAU (hrs)	Avg LOS of MAU patients transferred to a ward (days)	Re-admission rates of MAU-home or MAU-ward-home discharges	Separations from MAU	Avg LOS in MAU for patients aged 65+ (hrs)	% Patients transferred from MAU to ward	% Patients transferred from MAU within 48 hrs	% Patients discharged home from MAU	% Patients discharged home from MAU within 48 hrs	% Admissions direct to MAU	Re-admission rate of MAU-home discharges ONLY	% MAU NEAT
	4.3	53.7	10.2		3	53.7	100.0	33.3			33.3		
	5.4	17.4	24.3		12	13.6	66.7	91.7	25.0	100.0	16.7		50.0

For the period 01/02/2014 to 28/02/2014 (16:00 - 00:00)

Facility	Avg total hours in ED for all MAU patients	Avg LOS in MAU (hrs)	Avg LOS of MAU patients transferred to a ward (days)	Re-admission rates of MAU-home or MAU-ward-home discharges	Separations from MAU	Avg LOS in MAU for patients aged 65+ (hrs)	% Patients transferred from MAU to ward	% Patients transferred from MAU within 48 hrs	% Patients discharged home from MAU	% Patients discharged home from MAU within 48 hrs	% Admissions direct to MAU	Re-admission rate of MAU-home discharges ONLY	% MAU NEAT
	6.2	31.1	7.1	14.8	104	33.8	61.5	76.0	34.6	66.7		8.3	32.6
	6.1	23.1	9.0	8.5	252	23.5	75.8	88.1	23.8	83.3	3.6	5.4	36.4

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NSW Health

10.4 Facility MAU Snapshot Summary

Table 91: Facility MAU Snapshot Summary Overview

Report Title	Facility MAU Snapshot Summary
Report Definition	Provides information about Medical Assessment Units based on a daily, weekly or monthly snapshot for 1 or more facilities a user has approved access to: • Average Total Hours in ED for all MAU Patients. • Average LOS in MAU (Hours). • Average LOS of MAU Patients Transferred to a Ward (Days). • Readmission Rates within 28 days of MAU-Home or MAU-ward-home discharges. • Separations from MAU. • Average LOS in MAU for patient aged 65+ (Hours). • % patients transferred from MAU within 48 hours. • % patients discharged home from MAU. • % patients discharged home from MAU within 48 hours. • % MAU patients transferred to ward. • % Admissions direct to MAU. • Re-admission rate of MAU-home discharges ONLY. • % MAU NEAT. The data is presented in both tabular and graphical format. Trend line graphs are displayed for the 4 performance indicators. Note: Readmission data is calculated based on 28 days since the patient was discharged from their previous admission where they visited a MAU. As such if this report is generated for last 28 days prior to today, the readmission data will not be up to date.
Report Use	Can be used to obtain an overview of the operations and performance of Medical Assessment Units in a facility.
Report Data Source	HIE
User Access	All users except Ambulance User
Report Format	PDF in landscape display (default) Excel (tables only)
Report Prompts – mandatory unless otherwise stated	Daily snapshot up to 31 calendar days. Weekly snapshot up to 12 calendar weeks. Monthly snapshot up to 12 calendar months. Facilities user has approved access to.
Sort Order	Order within Results Tables and Trend Line Graphs is the time period (i.e. Day, Week or Month) in chronological order.
Alerts	N/A
Business rules	N/A

Figure 66: Facility MAU Snapshot Summary – Table Layout

Facility MAU Snapshot Summary

Daily Snapshot for the Period 01/12/2013 to 31/12/2013

Hospital (Hunter New England)

Day	Avg total hours in ED for all MAU patients	Avg LOS in MAU (hrs)	Avg LOS of MAU patients transferred to a ward (days)	Re-admission rates of MAU-home or MAU-ward-home discharges	Separations from MAU	Avg LOS in MAU for patients aged 65+ (hrs)	% Patients transferred from MAU to ward	% Patients transferred from MAU within 48 hrs	% Patients discharged home from MAU	% Patients discharged home from MAU within 48 hrs	% Admissions direct to MAU	Re-admission rate of MAU-home discharges ONLY	% MAU NEAT
01/12/2013 (Sun)	6.2	14.5	6.8		6	21.0	50.0	100.0	50.0	100.0			20.0
02/12/2013 (Mon)	6.1	32.0	22.7	7.7	13	32.7	61.5	69.2	38.5	40.0		16.7	38.5
03/12/2013 (Tue)	5.5	21.2	5.4		12	18.6	91.7	100.0	8.3	100.0			36.4
04/12/2013 (Wed)	5.2	22.7	7.9	7.7	15	17.3	86.7	86.7	6.7	100.0	6.7		38.5
05/12/2013 (Thu)	5.5	24.4	5.2	8.3	14	22.1	78.6	85.7	14.3	100.0	7.1		15.4
06/12/2013 (Fri)	6.0	21.5	6.3	11.5	29	20.6	72.4	86.2	27.6	75.0	3.4		17.4
07/12/2013 (Sat)	6.2	23.7	18.2		6	33.3	66.7	83.3	16.7	100.0			
08/12/2013 (Sun)		5.0	1.1		1	5.0	100.0	100.0			100.0		
09/12/2013 (Mon)	7.1	22.0	6.0	30.0	14	22.3	85.7	92.9	14.3	100.0			23.1
10/12/2013 (Tue)	5.3	13.5	19.8	6.7	15	15.6	60.0	100.0	40.0	100.0	13.3	12.5	9.1
11/12/2013 (Wed)	5.7	20.6	11.5	8.3	12	14.5	91.7	91.7	8.3	100.0			20.0
12/12/2013 (Thu)	5.9	26.2	11.6	7.7	13	23.0	76.9	84.6	23.1	100.0			38.5
13/12/2013 (Fri)	5.1	28.5	7.1	27.3	23	30.3	60.9	95.7	39.1	88.9	4.3	25.0	45.0
14/12/2013 (Sat)	2.0	13.0	2.1		2	20.0	100.0	100.0			50.0		100.0
15/12/2013 (Sun)	3.3	8.9	4.2		7	10.5	71.4	100.0	14.3	100.0	28.6		50.0
16/12/2013 (Mon)	4.4	19.5	9.9	9.1	14	22.1	64.3	100.0	35.7	100.0	14.3	20.0	33.3
17/12/2013 (Tue)	8.0	14.1	24.5	10.0	8	14.7	62.5	100.0	37.5	100.0			16.7
18/12/2013 (Wed)	6.6	23.6	5.4	5.9	18	27.3	77.8	88.9	22.2	100.0	5.6		43.8
19/12/2013 (Thu)	4.9	21.2	11.9		14	19.8	50.0	100.0	42.9	100.0	7.1		30.0
20/12/2013 (Fri)	7.0	24.1	7.7	8.3	11	24.1	81.8	90.9	18.2	100.0			27.3
21/12/2013 (Sat)	5.1	19.2	8.4	21.4	14	24.3	64.3	100.0	35.7	100.0	7.1	20.0	41.7
22/12/2013 (Sun)	5.2	15.6	1.8	10.0	10		70.0	100.0	30.0	100.0			55.6

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Figure 67: Facility MAU Snapshot Summary – Graph Layout

Facility MAU Snapshot Summary

Daily Snapshot for the Period 01/12/2013 to 31/12/2013

Average LOS in MAU (Hours)

Hospital — — Indicator Target

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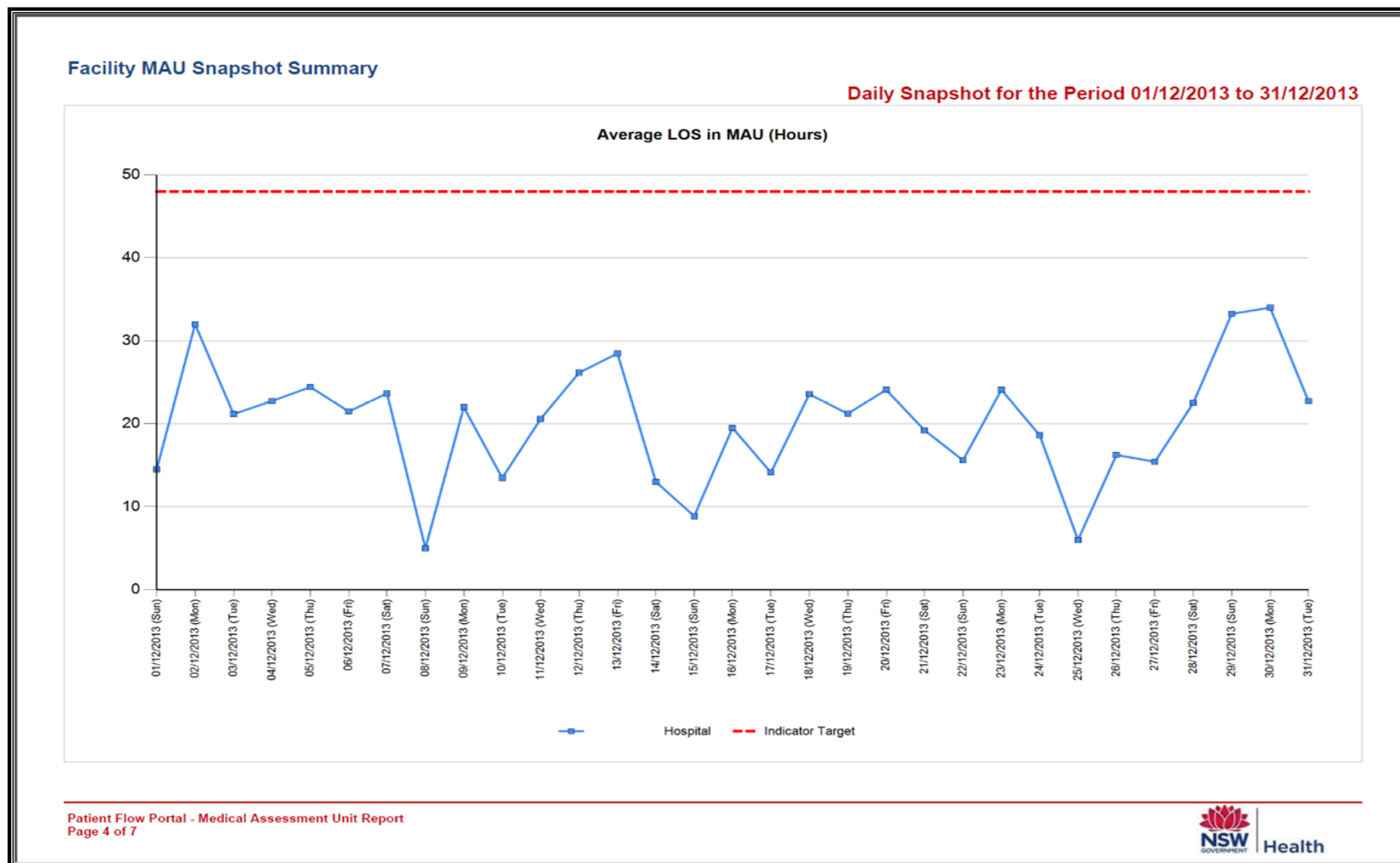
10.5 Facility MAU FY Summary

Table 92: Facility MAU FY Summary Overview

Report Title	Facility MAU FY Summary
Report Definition	Provides information about Medical Assessment Units based on financial years commencing from FY08/09 for 1 or more facilities a user has approved access to: • Average Total Hours in ED for all MAU Patients. • Average LOS in MAU (Hours). • Average LOS of MAU Patients Transferred to a Ward (Days). • Readmission Rates within 28 days of MAU-Home or MAU-ward-home discharges. • Separations from MAU. • Average LOS in MAU for patient aged 65+ (Hours). • % patients transferred from MAU within 48 hours. • % patients discharged home from MAU. • % patients discharged home from MAU within 48 hours. • % MAU patients transferred to ward. • % Admissions direct to MAU. • Re-admission rate of MAU-home discharges ONLY. • % MAU NEAT. The data is presented in both tabular and graphical format. Trend line graphs are displayed for the 4 performance indicators. Note: Readmission data is calculated based on 28 days since the patient was discharged from their previous admission where they visited a MAU. As such if this report is generated for last 28 days prior to today, the readmission data will not be up to date.
Report Use	Can be used to obtain an overview of the operations and performance of Medical Assessment Units in a facility.
Report Data Source	HIE
User Access	All users except Ambulance User
Report Format	PDF in portrait display (default) Excel (tables only)
Report Prompts – mandatory unless otherwise stated	Facilities user has approved access to.
Sort Order	Order within Results Tables and Trend Line Graphs is the time period in chronological order.
Alerts	N/A
Business rules	N/A

Figure 68: Facility MAU FY Summary – Layout

Facility MAU Financial Year Summary

Hospital

#	Performance Indicators	2008 / 2009	2009 / 2010	2010 / 2011	2011 / 2012	2012 / 2013	2013 / 2014	SUM/ AVG
1	Avg total hours in ED for all MAU patients	8.5	7.8	8.4	8.0	7.3	6.5	7.7
2	Avg LOS in MAU (hrs)	45.7	45.6	42.6	38.1	38.5	36.8	41.2
3	Avg LOS of MAU patients transferred to a ward (days)	9.8	8.5	7.6	7.3	6.5	6.3	7.6
4	Re-admission rates of MAU-home or MAU-ward-home discharges	10.6	12.0	12.8	13.6	11.9	9.3	11.7
	Process Indicators							
5	Separations from MAU	373	975	1392	1501	1782	1491	7514
6	Avg LOS in MAU for patients aged 65+ (hrs)	47.1	47.1	44.0	39.4	39.4	38.4	42.6
7	% Patients transferred from MAU to ward	72.7	67.9	68.6	65.8	61.6	59.6	66.0
8	% Patients transferred from MAU within 48 hrs	43.7	44.0	47.8	49.8	50.3	52.0	47.9
9	% Patients discharged home from MAU	24.9	29.1	29.8	34.0	37.3	39.9	32.5
10	% Patients discharged home from MAU within 48 hrs	74.2	71.8	81.7	88.8	91.7	92.3	83.4
11	% Admissions direct to MAU	0.3	2.3	2.0	1.7	2.7	3.0	2.0
12	Re-admission rate of MAU-home discharges ONLY	4.8	10.5	10.9	12.1	11.3	8.4	9.7
13	% MAU NEAT	10.3	12.6	9.4	11.3	11.3	14.9	11.6

10.6 LHD MAU Summary

Table 93: LHD MAU Summary Overview

Report Title	LHD MAU Summary
Report Definition	Provides the following information about Medical Assessment Units based on a date period defined by the user for 1 or more LHD's a user has approved access to: • Average Total Hours in ED for all MAU Patients. • Average LOS in MAU (Hours). • Average LOS of MAU Patients Transferred to a Ward (Days). • Readmission Rates within 28 days of MAU-Home or MAU-ward-home discharges. • Separations from MAU. • Average LOS in MAU for patient aged 65+ (Hours). • % patients transferred from MAU within 48 hours. • % patients discharged home from MAU. • % patients discharged home from MAU within 48 hours. • % MAU patients transferred to ward. • % Admissions direct to MAU. • Re-admission rate of MAU-home discharges ONLY. • % MAU NEAT. The data is presented in tabular format with 4 tables: • Table 1: Displays data for the defined date period. • Table 2: Displays data for the defined date period based on admissions or discharges from MAU between the hours of 08:00:01 – 16:00. • Table 3: Displays data for the defined date period based on admissions or discharges from MAU between the hours of 16:00:01 – 00:00. • Table 4: Displays data for the defined date period based on admissions or discharges from MAU between the hours of 00:00:01 – 08:00. Note: Readmission data is calculated based on 28 days since the patient was discharged from their previous admission where they visited a MAU. As such if this report is generated for last 28 days prior to today, the readmission data will not be up to date.
Report Use	Can be used to obtain an overview of the operations and performance of Medical Assessment Units in a LHD.
Report Data Source	HIE
User Access	All users except Ambulance User and Connecting Care User.
Report Format	PDF in portrait display (default) Excel (tables only)
Report Prompts – mandatory unless otherwise stated	LHD's user has approved access to. Date From Date To
Sort Order	LHD name in alphabetical order.
Alerts	N/A
Business rules	N/A

Figure 69: LHD MAU Summary – Layout

LHD MAU Summary

For the period 01/02/2014 to 28/02/2014

LHD	Avg total hours in ED for all MAU patients	Avg LOS in MAU (hrs)	Avg LOS of MAU patients transferred to a ward (days)	Re-admission rates of MAU-home or MAU-ward-home discharges	Separations from MAU	Avg LOS in MAU for patients aged 65+ (hrs)	% Patients transferred from MAU to ward	% Patients transferred from MAU within 48 hrs	% Patients discharged home from MAU	% Patients discharged home from MAU within 48 hrs	% Admissions direct to MAU	Re-admission rate of MAU-home discharges ONLY	% MAU NEAT
	6.9	41.5	7.1	10.3	344	42.1	37.8	59.3	61.9	71.8	1.7	10.5	19.4
	6.5	29.2	8.3	9.1	567	30.7	65.4	81.5	31.9	76.8	3.9	6.1	32.4

For the period 01/02/2014 to 28/02/2014 (08:00 - 16:00)

LHD	Avg total hours in ED for all MAU patients	Avg LOS in MAU (hrs)	Avg LOS of MAU patients transferred to a ward (days)	Re-admission rates of MAU-home or MAU-ward-home discharges	Separations from MAU	Avg LOS in MAU for patients aged 65+ (hrs)	% Patients transferred from MAU to ward	% Patients transferred from MAU within 48 hrs	% Patients discharged home from MAU	% Patients discharged home from MAU within 48 hrs	% Admissions direct to MAU	Re-admission rate of MAU-home discharges ONLY	% MAU NEAT
	5.2	39.0	4.6		5	38.3	40.0	60.0	40.0	50.0			33.3
	4.9	31.8	20.5		17	33.5	64.7	70.6	23.5	75.0	17.6		50.0

For the period 01/02/2014 to 28/02/2014 (16:00 - 00:00)

LHD	Avg total hours in ED for all MAU patients	Avg LOS in MAU (hrs)	Avg LOS of MAU patients transferred to a ward (days)	Re-admission rates of MAU-home or MAU-ward-home discharges	Separations from MAU	Avg LOS in MAU for patients aged 65+ (hrs)	% Patients transferred from MAU to ward	% Patients transferred from MAU within 48 hrs	% Patients discharged home from MAU	% Patients discharged home from MAU within 48 hrs	% Admissions direct to MAU	Re-admission rate of MAU-home discharges ONLY	% MAU NEAT
	7.0	41.5	7.4	9.7	270	41.8	36.7	61.1	63.3	72.5	1.5	9.4	17.8
	6.5	29.1	8.3	9.5	449	30.6	66.6	81.5	31.2	75.0	2.4	6.4	33.4

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10.7 LHD MAU Snapshot Summary

Table 94: LHD MAU Snapshot Summary Overview

Report Title	LHD MAU Snapshot Summary
Report Definition	Provides information about Medical Assessment Units based on a daily, weekly or monthly snapshot for 1 or more LHD's a user has approved access to: • Average Total Hours in ED for all MAU Patients. • Average LOS in MAU (Hours). • Average LOS of MAU Patients Transferred to a Ward (Days). • Readmission Rates within 28 days of MAU-Home or MAU-ward-home discharges. • Separations from MAU. • Average LOS in MAU for patient aged 65+ (Hours). • % patients transferred from MAU within 48 hours. • % patients discharged home from MAU. • % patients discharged home from MAU within 48 hours. • % MAU patients transferred to ward. • % Admissions direct to MAU. • Re-admission rate of MAU-home discharges ONLY. • % MAU NEAT. The data is presented in both tabular and graphical format. Trend line graphs are displayed for the 4 performance indicators. Note: Readmission data is calculated based on 28 days since the patient was discharged from their previous admission where they visited a MAU. As such if this report is generated for last 28 days prior to today, the readmission data will not be up to date.
Report Use	Can be used to obtain an overview of the operations and performance of Medical Assessment Units in a LHD.
Report Data Source	HIE
User Access	All users except Ambulance User and Connecting Care User.
Report Format	PDF in landscape display (default) Excel (tables only)
Report Prompts – mandatory unless otherwise stated	Daily snapshot up to 31 calendar days. Weekly snapshot up to 12 calendar weeks. Monthly snapshot up to 12 calendar months. LHD's user has approved access to.
Sort Order	Order within Results Tables and Trend Line Graphs is the time period (i.e. Day, Week or Month) in chronological order.
Alerts	N/A
Business rules	N/A

Figure 70: LHD MAU Snapshot Summary – Table Layout

LHD MAU Snapshot Summary

Weekly Snapshot for the Period 03/02/2014 to 27/04/2014

Week	Avg total hours in ED for all MAU patients	Avg LOS in MAU (hrs)	Avg LOS of MAU patients transferred to a ward (days)	Re-admission rates of MAU-home or MAU-ward-home discharges	Separations from MAU	Avg LOS in MAU for patients aged 65+ (hrs)	% Patients transferred from MAU to ward	% Patients transferred from MAU within 48 hrs	% Patients discharged home from MAU	% Patients discharged home from MAU within 48 hrs	% Admissions direct to MAU	Re-admission rate of MAU-home discharges ONLY	% MAU NEAT
03/02/2014 to 09/02/2014	7.2	41.8	7.3	6.3	85	43.9	37.6	55.3	58.8	72.0		6.3	15.9
10/02/2014 to 16/02/2014	7.1	42.2	7.6	11.1	77	41.9	37.7	55.8	63.6	67.3	2.6	8.2	20.9
17/02/2014 to 23/02/2014	6.0	38.0	7.1	8.6	88	38.6	36.4	61.4	64.8	71.9	3.4	10.5	22.1
24/02/2014 to 02/03/2014	7.4	44.5	7.1	14.8	85	42.9	37.6	63.5	61.2	75.0	1.2	18.0	20.3
03/03/2014 to 09/03/2014	5.9	47.8	2.8	18.8	52	47.8	26.9	59.6	71.2	59.5	1.9	20.0	21.3
10/03/2014 to 16/03/2014	7.2	51.8	5.2	12.7	84	54.5	26.2	50.0	73.8	58.1	1.2	14.0	20.8
17/03/2014 to 23/03/2014	7.1	42.7	4.8	12.1	72	46.8	27.8	63.9	75.0	74.1		9.4	16.9
24/03/2014 to 30/03/2014	5.7	46.8	5.2	12.5	66	49.5	28.8	51.5	69.7	63.0	3.0	15.0	32.3
31/03/2014 to 06/04/2014	5.8	37.7	5.7	5.7	71	38.2	42.3	67.6	54.9	84.6	4.2	7.7	23.8
07/04/2014 to 13/04/2014	5.4	46.3	6.1	2.9	72	52.8	51.4	47.2	45.8	60.6	2.8	2.9	36.9
14/04/2014 to 20/04/2014	5.2	46.0	5.4		57	48.4	36.8	52.6	63.2	66.7	1.8		34.0
21/04/2014 to 27/04/2014	5.8	53.9	6.4		46	55.4	45.7	41.3	54.3	60.0	4.3		21.1

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Figure 71: LHD MAU Snapshot Summary – Graph Layout

LHD MAU Snapshot Summary

Weekly Snapshot for the Period 03/02/2014 to 27/04/2014

Average total hours in ED for all MAU Patients

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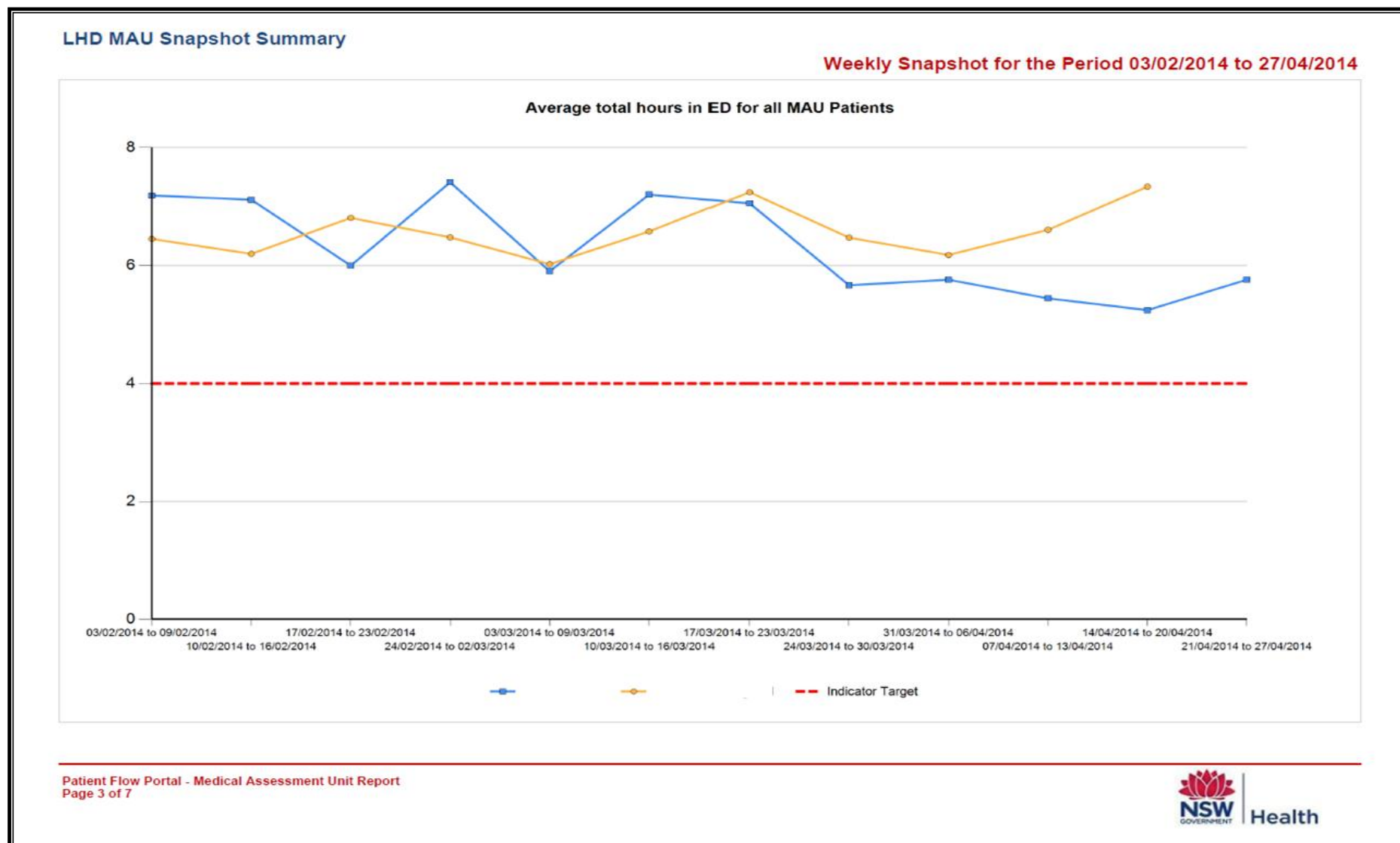
10.8 LHD MAU FY Summary

Table 95: LHD MAU FY Summary Overview

Report Title	LHD MAU FY Summary
Report Definition	Provides information about Medical Assessment Units based on financial years commencing from FY08/09 for 1 or more LHD's a user has approved access to: • Average Total Hours in ED for all MAU Patients. • Average LOS in MAU (Hours). • Average LOS of MAU Patients Transferred to a Ward (Days). • Readmission Rates within 28 days of MAU-Home or MAU-ward-home discharges. • Separations from MAU. • Average LOS in MAU for patient aged 65+ (Hours). • % patients transferred from MAU within 48 hours. • % patients discharged home from MAU. • % patients discharged home from MAU within 48 hours. • % MAU patients transferred to ward. • % Admissions direct to MAU. • Re-admission rate of MAU-home discharges ONLY. • % MAU NEAT. The data is presented in both tabular and graphical format. Trend line graphs are displayed for the 4 performance indicators. Note: Readmission data is calculated based on 28 days since the patient was discharged from their previous admission where they visited a MAU. As such if this report is generated for last 28 days prior to today, the readmission data will not be up to date.
Report Use	Can be used to obtain an overview of the operations and performance of Medical Assessment Units in a facility.
Report Data Source	HIE
User Access	All users except Ambulance User and Connecting Care User.
Report Format	PDF in portrait display (default) Excel (tables only)
Report Prompts – mandatory unless otherwise stated	LHD's user has approved access to.
Sort Order	Order within Results Tables and Trend Line Graphs is the time period in chronological order.
Alerts	N/A
Business rules	N/A

Figure 72: LHD MAU FY Summary – Layout

LHD MAU Financial Year Summary

#	Performance Indicators	2008 / 2009	2009 / 2010	2010 / 2011	2011 / 2012	2012 / 2013	2013 / 2014	SUM/ AVG
1	Avg total hours in ED for all MAU patients	8.0	7.7	8.2	8.1	7.7	7.1	7.8
2	Avg LOS in MAU (hrs)	50.7	62.2	55.8	55.8	50.4	46.0	53.5
3	Avg LOS of MAU patients transferred to a ward (days)	9.5	9.4	8.6	8.1	7.7	6.7	8.3
4	Re-admission rates of MAU-home or MAU-ward-home discharges	10.8	12.1	12.4	13.7	12.4	10.8	12.0
	Process Indicators							
5	Separations from MAU	614	2816	3471	3463	4116	3454	17934
6	Avg LOS in MAU for patients aged 65+ (hrs)	49.9	65.6	58.0	59.0	52.5	48.2	55.5
7	% Patients transferred from MAU to ward	53.7	42.3	46.0	46.4	44.2	39.2	45.3
8	% Patients transferred from MAU within 48 hrs	47.1	43.8	45.5	44.7	49.4	52.2	47.1
9	% Patients discharged home from MAU	45.1	58.1	54.9	53.9	55.2	55.1	53.7
10	% Patients discharged home from MAU within 48 hrs	61.4	51.1	55.2	57.7	65.2	69.2	60.0
11	% Admissions direct to MAU	0.7	1.7	1.6	1.8	1.9	1.9	1.6
12	Re-admission rate of MAU-home discharges ONLY	8.3	11.2	11.0	12.0	12.1	12.0	11.1
13	% MAU NEAT	13.2	14.3	13.2	11.5	11.1	16.8	13.3

10.9 NSW Health MAU Snapshot Summary

Table 96: NSW Health MAU Snapshot Summary Overview

Report Title	NSW Health MAU Snapshot Summary
Report Definition	Provides information about Medical Assessment Units based on the aggregation of data for 1-12 months, 1 calendar year or 1 financial year as defined by the user: • Average Total Hours in ED for all MAU Patients. • Average LOS in MAU (Hours). • Average LOS of MAU Patients Transferred to a Ward (Days). • Readmission Rates within 28 days of MAU-Home or MAU-ward-home discharges. • Separations from MAU. • Average LOS in MAU for patient aged 65+ (Hours). • % patients transferred from MAU within 48 hours. • % patients discharged home from MAU. • % patients discharged home from MAU within 48 hours. • % MAU patients transferred to ward. • % Admissions direct to MAU. • Re-admission rate of MAU-home discharges ONLY. • % MAU NEAT. The data is presented in both tabular and graphical format and summarised at state level as well comparing facilities based on peer groups. The number of graphs printed will be determined by the number of different peer groups the facilities are assigned to. Note: Readmission data is calculated based on 28 days since the patient was discharged from their previous admission where they visited a MAU. As such if this report is generated for last 28 days prior to today, the readmission data will not be up to date.
Report Use	Can be used to obtain an overview of the operations and performance of Medical Assessment Units across NSW Health.
Report Data Source	HIE
User Access	All users except Ambulance User and Connecting Care User.
Report Format	PDF in landscape display
Report Prompts – mandatory unless otherwise stated	Number of months – Between 1 - 12 Calendar Year – commencing from 2008 Financial Year – commencing from FY2008/2009
Sort Order	**Results Table** 1st sort Peer Group in alphabetical order. 2nd sort Facility in alphabetical order. **Column Graph** Facilities in ascending order from left to right.
Alerts	N/A
Business rules	N/A

Figure 73: NSW Health MAU Snapshot Summary – Table Layout

NSW Health MAU Snapshot Summary

For the Period 01/11/2013 to 30/04/2014

NSW Health

Facility	Peer Group	Avg total hours in ED for all MAU patients	Avg LOS in MAU (hrs)	Avg LOS of MAU patients transferred to a ward (days)	Re-admission rates of MAU-home or MAU-ward-home discharges	Separations from MAU	Avg LOS in MAU for patients aged 65+ (hrs)	% Patients transferred from MAU to ward	% Patients transferred from MAU within 48 hrs	% Patients discharged home from MAU	% Patients discharged home from MAU within 48 hrs	% Admissions direct to MAU	Re-admission rate of MAU-home discharges ONLY	% MAU NEAT
n / Hospital	A1	4.0	43.0	7.4	9.5	149	45.8	59.1	61.1	40.3	73.3	0.7	3.7	62.1
Hospital	A1	3.2	36.4	6.8	3.6	199	37.7	25.1	75.9	73.4	75.3	13.6	3.3	67.1
Hospital	A1	5.5	36.3	4.4	8.8	129	39.0	53.5	55.8	48.1	87.1	7.0	7.4	19.8
Hospital	A1	5.8	24.2	5.8	9.6	293	26.2	66.9	88.4	30.4	87.6	6.5	5.9	38.2
Hospital	A1	8.0	63.1	9.2	14.5	181	67.1	33.1	50.3	65.7	51.3	5.0	10.2	23.1
Hospital	A1	4.4	49.8	6.0	37.3	178	53.4	65.2	58.4	36.5	55.4		40.0	76.5
Hospital	A1	5.0	39.6	5.1	12.6	248	54.3	45.6	68.5	52.8	67.9	1.6	15.6	41.4
Hospital	A1	3.4	22.0	5.8	12.2	242	22.2	62.8	83.1	38.0	96.7	2.1	9.0	74.4
Hospital	A1	5.2	59.6	7.8	8.9	93	63.8	40.9	57.0	47.3	52.3	11.8	6.5	32.9
Hospital	A1	5.1	29.4	5.8	9.7	210	30.7	40.0	86.7	50.5	90.6	5.7	6.3	39.5
Hospital,	A1	9.8	75.5	10.1	7.7	80	75.5	30.0	42.5	55.0	45.5	1.3	11.4	16.4
Hospital	A1	2.3	25.6	5.4	8.9	215	25.9	58.1	82.3	41.4	73.0	38.6	5.7	52.7
Hospital	A1	8.9	62.0	8.3	9.9	154	60.1	57.8	39.6	40.3	38.7	4.5	12.9	10.0
Hospital	A2	7.0	27.6	3.5	4.3	140		16.4	87.1	82.9	87.1		4.3	21.6
Hospital at	A2	8.1	28.9	4.0	7.1	169		24.9	87.0	76.3	89.1		7.8	17.6
	A3	6.9	30.9	5.9	13.7	146	32.4	59.6	82.2	37.0	81.5	1.4	11.1	31.9
Hospital	B	9.9	72.7	8.1	12.1	102	87.4	19.6	50.0	78.4	50.0	14.7	12.5	2.4
Hospital	B	16.6	57.1	8.7	17.1	123	59.8	27.6	52.8	71.5	53.4	1.6	14.4	4.6

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Figure 74: NSW Health MAU Snapshot Summary – Graph Layout

NSW Health MAU Snapshot Summary

For the Period 01/11/2013 to 30/04/2014

NSW Health

Average Total Hours in ED for all MAU Patients

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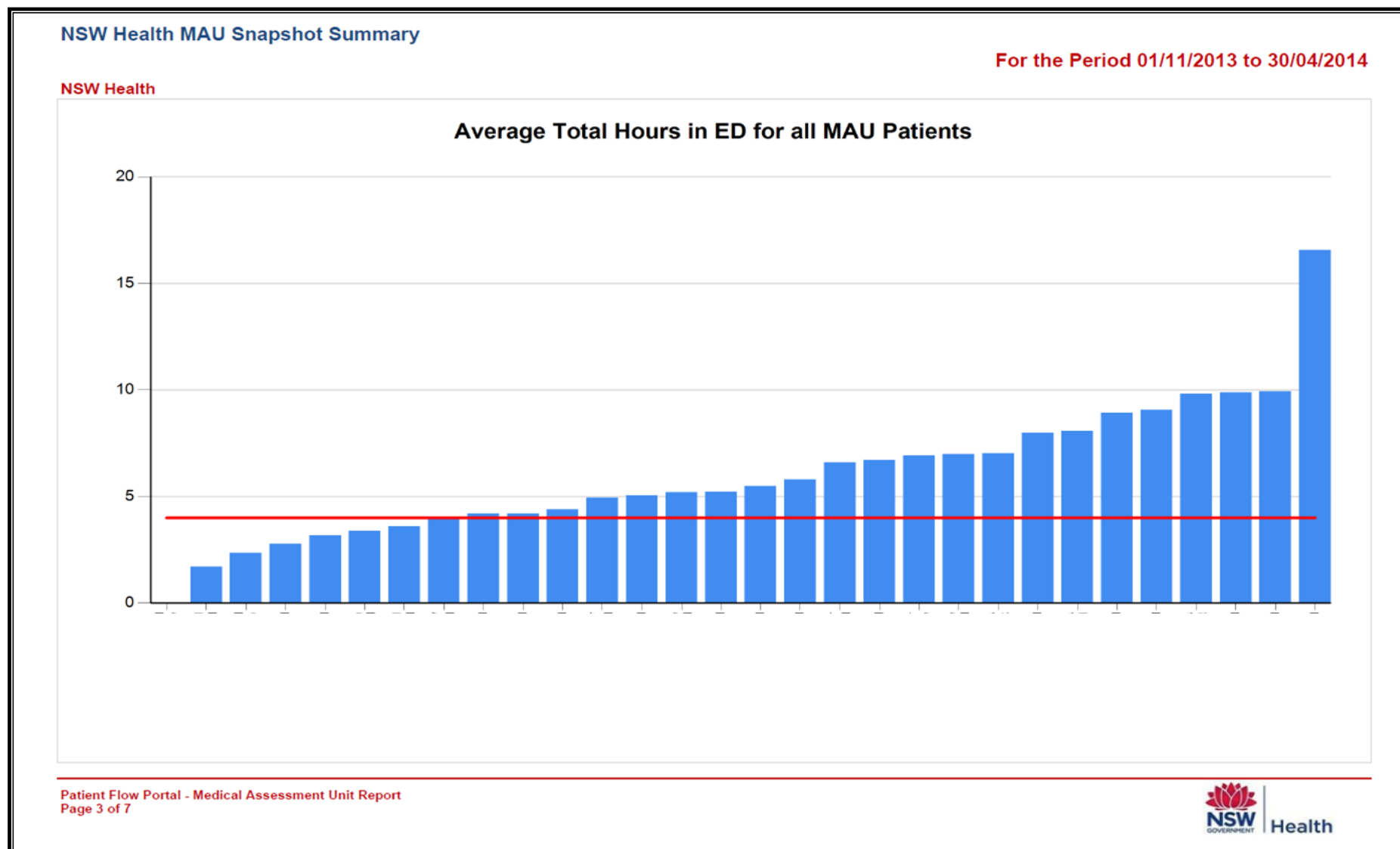
10.10 NSW Health MAU Performance Trend Summary

Table 97: NSW Health MAU Performance Trend Summary Overview

Report Title	NSW Health MAU Performance Trend Summary
Report Definition	Provides information about Medical Assessment Units as a trend for the period of 1 to 12 months as defined by the user: • Average Total Hours in ED for all MAU Patients. • Average LOS in MAU (Hours). • Average LOS of MAU Patients Transferred to a Ward (Days). • Readmission Rates within 28 days of MAU-Home or MAU-ward-home discharges. The data is presented in both tabular and graphical format and summarised at state level as well comparing facilities based on peer groups. The number of graphs printed will be determined by the number of different peer groups the facilities are assigned to. Note: Readmission data is calculated based on 28 days since the patient was discharged from their previous admission where they visited a MAU. As such if this report is generated for last 28 days prior to today, the readmission data will not be up to date.
Report Use	Can be used to obtain an overview of the performance of Medical Assessment Units across NSW Health.
Report Data Source	HIE
User Access	All users except Ambulance User and Connecting Care User.
Report Format	PDF in portrait display Excel (tables only)
Report Prompts – mandatory unless otherwise stated	Number of months – Between 1 - 12
Sort Order	**Results Table** 1st sort Peer Group in alphabetical order. 2nd sort Facility in alphabetical order. **Trend Line Graph** Time period in chronological order from left to right.
Alerts	N/A
Business rules	N/A

Figure 75: NSW Health MAU Performance Trend Summary – Table Layout

NSW Health MAU Performance Trend Summary
For the Period Jul-2013 to Dec-2013
NSW Health

Average total hours in ED for all MAU Patients							
Facility	**Peer Group**	**Jul-13**	**Aug-13**	**Sep-13**	**Oct-13**	**Nov-13**	**Dec-13**
Hospital	A1	7.7	7.9	6.5	5.2	5.1	5.5
Hospital	A1	3.7	3.2	3.0	3.1	3.3	3.3
Hospital	A1	6.8	6.8	7.0	7.1	6.1	6.1
Hospital	A1	7.5	7.8	6.7	6.0	5.6	5.6
Hospital	A1	9.2	9.6	7.2	4.8	6.5	6.1
Hospital	A1	6.5	6.5	5.8	5.1	4.7	4.1
Hospital	A1	6.3	7.5	6.8	6.5	5.5	6.3
Hospital	A1	5.0	3.7	3.5	3.2	2.9	2.9
Hospital	A1	6.5	5.6	6.2	7.2	5.6	5.5
Hospital	A1	6.4	8.3	6.7	6.0	5.8	5.6
Hospital,	A1	12.9	13.6	11.8	11.7	10.4	7.5
Hospital	A1	4.1	4.4	3.1	3.0	2.8	2.1
Hospital	A1	11.8	10.2	10.6	9.9	9.1	9.4
Hospital	A2	6.4	5.9	6.7	6.6	5.2	5.5
Hospital	A2	8.9	10.5	9.9	8.1	8.7	8.5
	A3	8.5	9.9	9.9	8.1	6.4	5.8
Hospital	B	11.4	14.0	14.4	9.0	7.0	7.2
Hospital	B	23.1	22.0	22.9	12.2	15.1	13.2
Hospital	B	6.6	4.8	5.3	5.1	4.4	4.6
Hospital	B	7.0	5.6	6.0	5.4	4.9	5.7
Hospital	B	5.7	4.6	4.0	3.1	3.1	3.2
Hospital	B	3.5	3.1	2.0	2.0	2.6	2.0
Hospital	B	6.4	5.2	6.3	5.6	3.9	6.0
Hospital	B	10.1	14.5	11.8	9.7	6.9	8.8
Hospital	B	4.2	4.4	3.7	3.4	3.4	3.6
Hospital	B	8.2	7.0	13.9	11.9	10.8	9.8
Hospital	B	8.3	8.0	7.8	7.1	7.8	8.3
Hospital	B	12.1	10.2	6.5	6.2	5.7	7.8
Hospital	B	9.2	10.3	8.6	7.7	6.5	6.5
	D2	1.0		0.3	1.0	0.5	2.5

Figure 76: NSW Health MAU Performance Trend Summary – Graph Layout

10.11 NSW Health MAU Process Trend Summary

Table 98: NSW Health MAU Process Trend Summary Overview

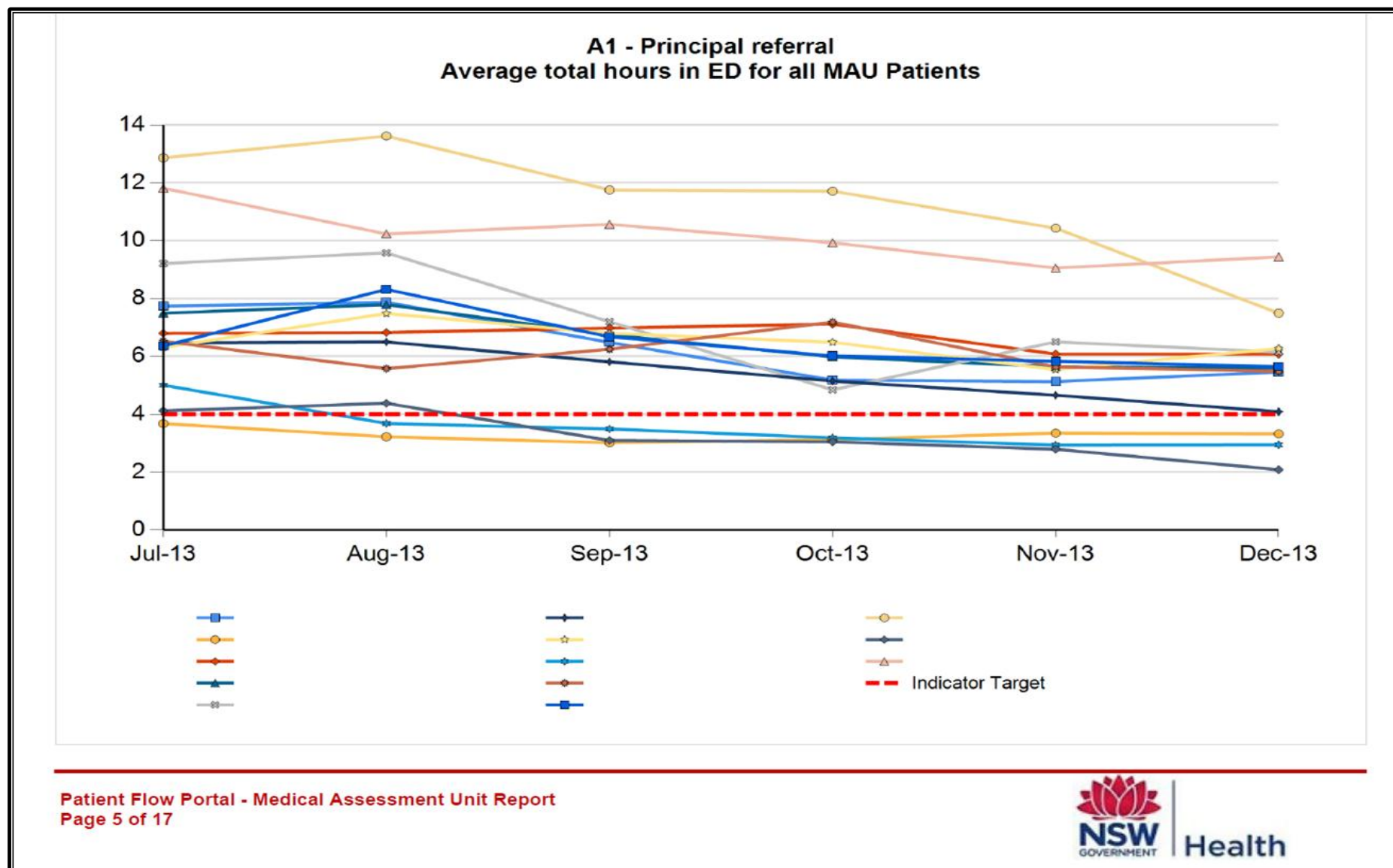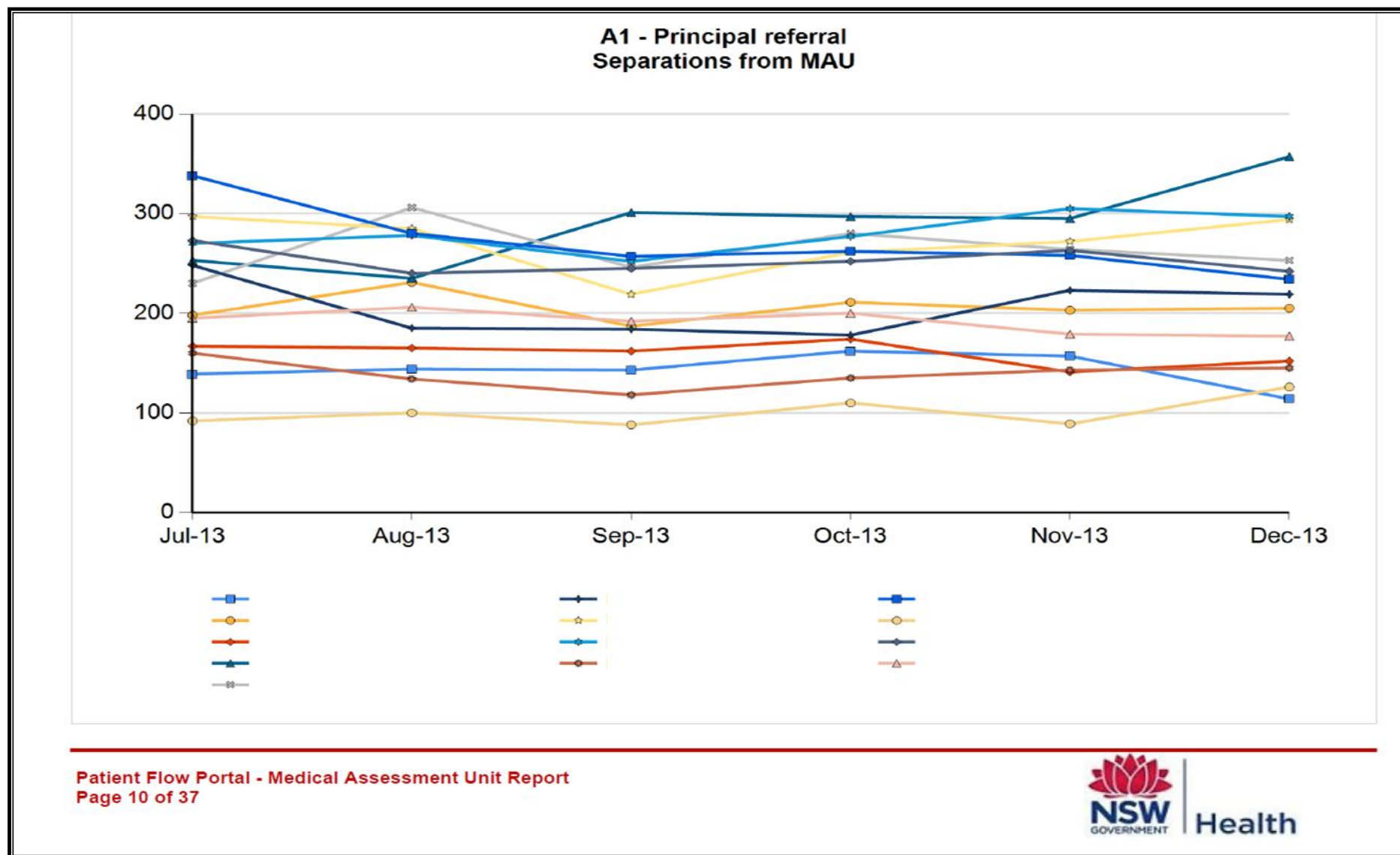| Report Title	NSW Health MAU Process Trend Summary
Report Definition	Provides process indicator information about Medical Assessment Units as a trend for the period of 1 to 12 months as defined by the user: • Separations from MAU • Average LOS in MAU for patient aged 65+ (Hours) • % patients transferred from MAU within 48 hours • % patients discharged home from MAU • % patients discharged home from MAU within 48 hours • % patients transferred from MAU to ward • % Admissions direct to MAU • Re-admission rate of MAU-home discharges ONLY • % MAU NEAT The data is presented in both tabular and graphical format and summarised at state level as well comparing facilities based on peer groups. The number of graphs printed will be determined by the number of different peer groups the facilities are assigned to. Note: Readmission data is calculated based on 28 days since the patient was discharged from their previous admission where they visited a MAU. As such if this report is generated for last 28 days prior to today, the readmission data will not be up to date.
Report Use	Can be used to obtain an overview of the performance of Medical Assessment Units across NSW Health.
Report Data Source	HIE
User Access	All users except Ambulance User and Connecting Care User.
Report Format	PDF in portrait display Excel (tables only)
Report Prompts – mandatory unless otherwise stated	Number of months – Between 1 - 12
Sort Order	**Results Table** 1st sort Peer Group in alphabetical order. 2nd sort Facility in alphabetical order. **Trend Line Graph** Time period in chronological order from left to right.
Alerts	N/A
Business rules	N/A

Figure 77: NSW Health MAU Process Trend Summary – Table Layout

NSW Health MAU Process Trend Summary
For the Period Jul-2013 to Dec-2013
NSW Health

Separations from MAU							
Facility	Peer Group	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13
Hospital	A1	139	144	143	162	157	114
Hospital	A1	198	231	187	211	203	205
Hospital	A1	167	165	162	174	141	152
Hospital	A1	253	235	301	297	295	357
Hospital	A1	230	306	246	280	264	253
Hospital	A1	248	185	184	178	223	219
Hospital	A1	297	285	219	261	272	294
Hospital	A1	270	278	252	277	305	297
Hospital	A1	160	134	118	135	143	145
Hospital	A1	338	280	257	262	258	234
Hospital,	A1	92	100	88	110	89	126
Hospital	A1	273	240	245	252	263	242
Hospital	A1	195	206	192	200	179	177
Hospital at	A2	120	130	100	115	107	89
Hospital	A2	142	171	144	136	121	134
	A3	56	55	39	76	101	146
Hospital	B	95	101	93	96	109	68
Hospital	B	157	112	100	115	113	126
Hospital	B	110	126	113	111	102	122
Hospital	B	111	119	107	134	128	124
Hospital	B	130	150	133	164	184	96
Hospital	B	69	55	51	73	72	50
Hospital	B	95	99	83	92	96	82
Hospital	B	186	138	154	130	159	146
Hospital	B	156	174	161	178	158	174
Hospital	B	68	87	64	76	75	92
Hospital	B	135	113	119	126	115	89
Hospital	B	137	141	111	159	119	104
Hospital	B	225	218	219	216	219	195
	D2	2	3	3	4	2	4

Figure 78: NSW Health MAU Process Trend Summary – Graph Layout

A1 - Principal referral
Separations from MAU

Patient Flow Portal - Medical Assessment Unit Report
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![NSW Health logo]

10.12 NSW Health MAU FY Summary

Table 99: NSW Health MAU FY Summary Overview

Report Title	NSW Health MAU FY Summary
Report Definition	Provides information about Medical Assessment Units based on financial years commencing from FY08/09 for NSW Health: • Average Total Hours in ED for all MAU Patients. • Average LOS in MAU (Hours). • Average LOS of MAU Patients Transferred to a Ward (Days). • Readmission Rates within 28 days of MAU-Home or MAU-ward-home discharges. • Separations from MAU. • Average LOS in MAU for patient aged 65+ (Hours). • % patients transferred from MAU within 48 hours. • % patients discharged home from MAU. • % patients discharged home from MAU within 48 hours. • % MAU patients transferred to ward. • % Admissions direct to MAU. • Re-admission rate of MAU-home discharges ONLY. • % MAU NEAT The data is presented in both tabular and graphical format. Trend line graphs are displayed for the 4 performance indicators. Note: Readmission data is calculated based on 28 days since the patient was discharged from their previous admission where they visited a MAU. As such if this report is generated for last 28 days prior to today, the readmission data will not be up to date.
Report Use	Can be used to obtain an overview of the operations and performance of Medical Assessment Units across NSW Health.
Report Data Source	HIE
User Access	All users except Ambulance User and Connecting Care User.
Report Format	PDF in portrait display Excel (tables only)
Report Prompts – mandatory unless otherwise stated	N/A
Sort Order	Order within Results Tables and Trend Line Graphs is the time period in chronological order.
Alerts	N/A
Business rules	N/A

Figure 79: NSW Health MAU FY Summary – Layout

NSW Health MAU Financial Year Summary

NSW Health

#	Performance Indicators	2008 / 2009	2009 / 2010	2010 / 2011	2011 / 2012	2012 / 2013	2013 / 2014	SUM/ AVG
1	Avg total hours in ED for all MAU patients	7.5	7.7	8.1	7.8	7.3	6.4	7.5
2	Avg LOS in MAU (hrs)	57.1	50.7	51.0	52.0	46.9	42.3	50.0
3	Avg LOS of MAU patients transferred to a ward (days)	11.6	10.7	10.3	10.4	9.8	9.2	10.3
4	Re-admission rates of MAU-home or MAU-ward-home discharges	11.3	11.1	10.8	11.2	11.3	10.4	11.0
	Process Indicators							
5	Separations from MAU	28304	42439	48732	50485	52513	47826	270299
6	Avg LOS in MAU for patients aged 65+ (hrs)	61.1	54.6	55.4	56.6	51.1	45.9	54.1
7	% Patients transferred from MAU to ward	44.4	49.6	49.2	46.9	49.3	47.8	47.9
8	% Patients transferred from MAU within 48 hrs	57.2	60.6	60.9	60.9	64.7	68.1	62.1
9	% Patients discharged home from MAU	51.8	47.8	48.5	50.1	47.6	49.0	49.1
10	% Patients discharged home from MAU within 48 hrs	56.4	62.2	63.5	63.9	68.0	71.5	64.2
11	% Admissions direct to MAU	8.3	6.4	6.2	6.6	5.9	6.4	6.6
12	Re-admission rate of MAU-home discharges ONLY	10.0	9.5	9.2	9.8	9.8	9.0	9.5
13	% MAU NEAT	17.8	16.1	16.7	20.1	27.5	36.8	22.5

10.13 NSW Health MAU Re-Admission Summary

Table 100: NSW Health Re-Admission Summary Overview

Report Title	NSW Health Re-Admission Summary
Report Definition	Provides a summary of the number of MAU separations for a month and the subsequent re-admissions within 28 days. Note: Number of MAU Separations excludes those with Mode of Separation = 4 (Transfer to public psychiatric hospital), 5 (Transfer to other hospital), 9 (Type change separation) and 10 (Discharge on leave) Readmission data is calculated based on 28 days since the patient was discharged from their previous admission where they visited a MAU. As such if this report is generated for last 28 days prior to today, the readmission data will not be up to date.
Report Use	Can be used to obtain an overview of re-admission % for all facilities across the state with an MAU.
Report Data Source	HIE
User Access	All users except Ambulance User and Connecting Care User
Report Format	Excel
Report Prompts – mandatory unless otherwise stated	Month (defaults to 2 months prior to current month).
Sort Order	**1st Sort:** Alphabetically by Peer Group. **2nd Sort:** Alphabetically by Facility.
Alerts	N/A
Business rules	N/A

Figure 80: NSW Health Re-Admissions – Layout

NSW Health MAU Re-admission Summary
For the Period 01/04/2014 to 30/04/2014
NSW Health

Facility Identifier	Facility	Peer Group	MAU Re-admissions	MAU Separations	MAU Re-admissions %
D227		A1	15	151	9.9
A237		A1	8	206	3.9
B202		A1	12	129	9.3
Q230		A1	26	284	9.2
D209		A1	28	192	14.6
D210		A1	25	165	15.2
C208		A1	28	247	11.3
B218		A1	21	223	9.4
A208		A1	9	89	10.1
C213		A1	16	186	8.6
A212		A1	5	70	7.1
D224		A1	20	220	9.1
P208		A1	13	140	9.3
C238		A2	6	133	4.5
A207		A2	13	165	7.9
Q211		A3	20	138	14.5
D203		B	12	107	11.2
D215		B	24	127	18.9
A202		B	11	103	10.7
H208		B	8	92	8.7
D206		B	1	72	1.4
B210		B	4	41	9.8
H214		B	11	76	14.5
Q206		B	7	107	6.5
B214		B	6	132	4.5
L216		B	3	55	5.5
H272		B	18	93	19.4
C214		B	7	94	7.4
B206		B	11	156	7.1
N207		D2		1	
Total/Average			**388**	**3994**	**9.3**

Note: Number of MAU Separations excludes those with Mode of Separation = 4 (Transfer to public psychiatric hospital), 5 (Transfer to other hospital), 9 (Type change separation) and 10 (Discharge on leave)

11.0 ADMISSION RISK REPORTS

11.1 Admission Risk Records

Table 101: Admission Risk Records Overview

Report Title	Admission Risk Records
Report Definition	Displays patients who met one or more admission risks for an open admission within a specified date range.
Report Use	Used by Connecting Care users to identify patients who are eligible for enrolment on the Connecting Care Register.
Report Data Source	PFP
User Access	Patient Flow Manager, Patient Flow Administrator, Connecting Care User
Report Format	Excel only
Report Prompts – mandatory unless otherwise stated	**Facilities**: The facility or facilities the user wants to run the report for. Facilities available for selection depends on the user's access rights. **From Date** (default = Today): The start date for the report based on the "Admission Request date/time" of the patient. **To Date** (default = Today): The end date for the report based on the "Admission Request date/time" of the patient.
Sort Order	Chronologically by Admission Request date/time.
Alerts	N/A
Business rules	• A patient record is included if their admission date falls within the date range entered. • If a patient met more than one admission risk criteria then each admission risk will display as a separate record. • Patients in a ward assigned to one of the following ward type / sub ward types do not display in this report: **Medical / Dialysis <u>OR</u> Paediatric / Dialysis <u>OR</u> Ambulatory Care / No Subtype.**

Figure 81: Admission Risk Records - Layout

Admission Risk Records

Count of records: 2691

LHD	Facility ID	AUID	MRN	Admission Date/Time	Discharge Date/Time	Surname	First Name	DOB	Sex	Address Line 1	Address Line 2	City	Postcode	Telephone Number	AMO Specialty	Financial Status	Financial Description	Admission Risk
SWSLHN				01/10/2013 00:09	09/10/2013 14:00			24/05/1945	M			YAGOONA	2199	0297968404	Geriatric Medicine	Other		Same specialty
SWSLHN				01/10/2013 00:09	09/10/2013 14:00			24/05/1945	M			YAGOONA	2199	0297968404	Geriatric Medicine	Other		Multiple admissions
SWSLHN				01/10/2013 00:09	09/10/2013 14:00			24/05/1945	M			YAGOONA	2199	0297968404	Geriatric Medicine	Other		28 day re-admit + ED
SWSLHN				01/10/2013 03:30	01/10/2013 11:57			05/02/1953	M			YAGOONA	2199	0297933875	Respiratory	Other		28 day re-admit + ED
SWSLHN				01/10/2013 04:28	04/10/2013 19:43			01/03/1978	F			BANKSTOWN	2200	0297098629	Gynaecology	Other		28 day re-admit + ED
SWSLHN				01/10/2013 04:28	04/10/2013 19:43			01/03/1978	F			BANKSTOWN	2200	0297098629	Gynaecology	Other		Same specialty
SWSLHN				01/10/2013 06:20	04/10/2013 19:30			06/09/1979	F			CHESTER HILL	2162	0296455269	Obstetrics	Other		28 day re-admit
SWSLHN				01/10/2013 06:20	04/10/2013 19:30			06/09/1979	F			CHESTER HILL	2162	0296455269	Obstetrics	Other		Same specialty
SWSLHN				01/10/2013 06:37	02/10/2013 17:40			10/12/1939	F			PICNIC POINT	2213	0297722099	Upper Git	Other		Multiple admissions
SWSLHN				01/10/2013 06:58	02/10/2013 10:30			30/10/1962	M			GREENACRE	2190	0297858517	Ent	Other		28 day re-admit
SWSLHN				01/10/2013 06:58	02/10/2013 10:30			30/10/1962	M			GREENACRE	2190	0297858517	Ent	Other		Same specialty
SWSLHN				01/10/2013 07:09	08/10/2013 13:24			29/12/1947	M			BUSBY	2168	0296084051	Upper Git	Other		Same specialty
SWSLHN				01/10/2013 07:09	08/10/2013 13:24			29/12/1947	M			BUSBY	2168	0296084051	Upper Git	Other		28 day re-admit
SWSLHN				01/10/2013 09:07	07/10/2013 18:25			12/08/1920	M			BANKSTOWN	2200	0297902947	Cardiology	Other		Same specialty
SWSLHN				01/10/2013 09:07	07/10/2013 18:25			12/08/1920	M			BANKSTOWN	2200	0297902947	Cardiology	Other		28 day re-admit + ED
SWSLHN				01/10/2013 09:30	01/10/2013 10:30			04/08/1936	M			GREENACRE	2190	0297599425	Orthopaedics	Other		28 day re-admit
SWSLHN				01/10/2013 09:30	01/10/2013 10:30			04/08/1936	M			GREENACRE	2190	0297599425	Orthopaedics	Other		Same specialty
SWSLHN				01/10/2013 10:40	03/10/2013 15:06			18/03/1935	F			GREENACRE	2190	0296428981	Geriatric Medicine	Other		28 day re-admit + ED
SWSLHN				01/10/2013 10:40	03/10/2013 15:06			18/03/1935	F			GREENACRE	2190	0296428981	Geriatric Medicine	Other		Same specialty
SWSLHN				01/10/2013 11:44	12/10/2013 10:58			03/08/1949	F			REVESBY	2212	0297712196	Emergency Medicine	Other		Same specialty
SWSLHN				01/10/2013 11:44	12/10/2013 10:58			03/08/1949	F			REVESBY	2212	0297712196	Emergency Medicine	Other		Multiple admissions
SWSLHN				01/10/2013 12:07	01/10/2013 13:26			24/07/1986	F			BIRRONG	2143	0412227715	Psychiatry	Other		Same specialty
SWSLHN				01/10/2013 12:07	01/10/2013 13:26			24/07/1986	F			BIRRONG	2143	0412227715	Psychiatry	Other		Multiple admissions
SWSLHN				01/10/2013 12:07	01/10/2013 13:26			24/07/1986	F			BIRRONG	2143	0412227715	Psychiatry	Other		28 day re-admit + ED
SWSLHN				01/10/2013 13:52	02/10/2013 18:30			10/05/1940	M			GREENACRE	2190	0297932789	Cardiology	Other		Multiple admissions
SWSLHN				01/10/2013 14:47	24/10/2013 10:09			17/04/1925	M			PADSTOW	2211	0297743084	Geriatric Medicine	Other		28 day re-admit
SWSLHN				01/10/2013 14:47	24/10/2013 10:09			17/04/1925	M			PADSTOW	2211	0297743084	Geriatric Medicine	Other		Multiple admissions
SWSLHN				01/10/2013 14:47	24/10/2013 10:09			17/04/1925	M			PADSTOW	2211	0297743084	Geriatric Medicine	Other		Same specialty
SWSLHN				01/10/2013 15:10	07/10/2013 13:00			10/06/1936	F			PUNCHBOWL	2196		Cardiology	Other		Same specialty
SWSLHN				01/10/2013 15:10	07/10/2013 13:00			10/06/1936	F			PUNCHBOWL	2196		Cardiology	Other		28 day re-admit

Table 102: Admission Risk Records - Data Elements

Field	Format	Definition	Rules/Calculations
LHD	Alphanumeric	Code of the LHD.	N/A
Facility ID	Alphanumeric	Code of the selected facility based on HIE facility code identifiers.	N/A
AUID	Alphanumeric	Patient's UID.	N/A
MRN	Alphanumeric	Patient's MRN.	N/A
Admission Date/time	DD/MM/YYYY hh:mm	Patient's admission date and time.	N/A
Discharge Date/time	DD/MM/YYYY hh:mm	Patient's discharge date and time.	N/A
Surname	Alphanumeric	Patient's Surname.	N/A
First Name	Alphanumeric	Patient's First Name.	N/A
DOB	DD/MM/YYYY	Patient's Date of Birth.	N/A
Sex	Alphanumeric	Patient's gender.	N/A
Address line 1	Alphanumeric	Patient's address line 1.	N/A
Address line 2	Alphanumeric	Patients address line 2.	N/A
City	Alphanumeric	Patient's city.	N/A
Postcode	Alphanumeric	Patient's Postcode.	N/A
Telephone number	Alphanumeric	Patient's contact number.	N/A
AMO Specialty	Alphanumeric	Description of the speciality the patient was admitted under.	N/A
Financial Status	Alphanumeric	Patient's Financial Status which is based on their financial class (e.g. Public, Private, DVA, Compensable etc.)	N/A
Financial Description	Alphanumeric	Patient's Financial Description associated with their financial class.	N/A
Admission Risk	Alphanumeric	Admission risk the patient met the criteria for.	N/A
Count of Records	Numeric	Number of admission risk records in the specified date range.	N/A

11.2 Admission Risk – Control Charts

Table 103: Admission Risk – Control Charts Overview

Report Title	Admission Risk Control Charts
Report Definition	Control Chart that displays 24 months of counts of historical admission risk data for a specific facility.
Report Use	Used by Connecting Care users to view a rolling record of historical admission risk data.
Report Data Source	PFP
User Access	Patient Flow Manager, Patient Flow Administrator, Connecting Care User
Report Format	Control Chart
Report Prompts – mandatory unless otherwise stated	**Facilities**: The facility or facilities the user wants to run the report for. Facilities available for selection depends on the user's access rights. **Admission Risk** (default = Multiple Admissions): Drop down list of Admissions risks to display on the Control Chart. **Month** (default = "Last month"): The last month the user wants to view the Control Charts for. The Control Chart will display data from July 2012 up to the last month.
Sort Order	Chronologically by month.
Alerts	If any of the months have met a Nelson Rule they will be highlighted with a red circle around the point and the rule that has been met will be displayed under the Control Chart.
Business rules	- A patient will appear in the count for an Admission Risk for the month in which their admission date falls e.g. if a patient was admitted in March 2012, but met the admission risk in April 2012 they will appear in the count for March 2012. - Patients in a ward assigned to one of the following ward type / sub ward types do not display in this report: **Medical / Dialysis <u>OR</u> Paediatric / Dialysis <u>OR</u> Ambulatory Care / No Subtype.** - Refer to the Predictive Tool User Manual for further information about Control Charts and Nelson Rules.

Figure 82: Admission Risk – Control Chart Layout